



Realtor  
**Trust** Manager



- simplicity is the key!



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- simplicity is the key!

# Realtor Trust Manager

Daily Functions
 Receipts
 Payments
 Banking
 Bond Board Remittance
 Remote Receipts Updates
Advanced Functions
 Word
 Outlook
 Creditors
 Property Maintenance
 Inspections
 Residential Debits
 Vacancy System
 Account Sales
Reports
Statements
Commercial
Holiday

**Realtor Trust Manager** is an easy to use Trust Accounting System designed for the small to medium sized Real Estate Office. The ability to integrate with Microsoft Word® and Microsoft Outlook® allows offices to fully automate the clerical functions of a busy Property Management department.

**Realtor Trust Manager** is available in four user-friendly modules, Residential, Sales, Commercial and Holiday Property Management.

## KEY FEATURES

### Full Accounting System

**Realtor Trust Manager** has evolved over the years, adjusting to changing legislation and banking requirements. As a result the program integrates with all major electronic banking systems, is GST compliant, provides detailed financial reporting and even handles multiple trust accounts!

### Security

At Realtor.com.au we know your rent roll is valuable. With **Realtor Trust Manager** you can rest assured your program is protected with the ability to create user password protection and unique user access levels.

### Growth & Flexibility

You need a system which can grow with your business. **Realtor Trust Manager** allows you to purchase additional modules as required. **Realtor Trust Manager** is also packaged as a multi-user program.

### Property Photo's

Ever wanted to keep a photographic record of the condition of a property? **Realtor Trust Manager** allows you to allocate 9 photos per property. Properties are quick to add, simple to view, with the added benefit of using the photos for other advanced functions.

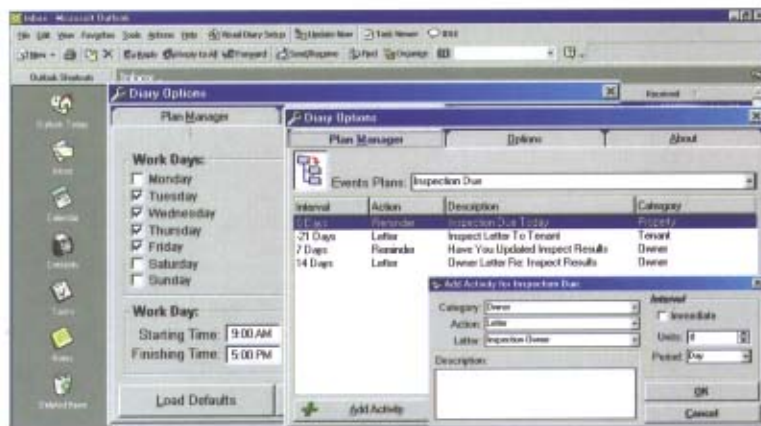
### Fully Automated Task Centre

Time is money! **Realtor Trust Manager** provides a simple yet effective solution to many time consuming and costly tasks. Generate standard letters, reminders and tasks automatically, with the option to print or send via e-mail. Tasks can involve arrears, inspections, maintenance and more.

### Marketing

Ever been caught in a rush to prepare advertisements and vacancy lists on a Friday for the weekend? **Realtor Trust Manager's** Vacancy System provides the ability to produce vacancy lists (with or without photos) and advertising schedules. The program even has the ability to produce high quality brochures, window cards and rolling window carousel.

## ADVANCED FEATURES



## Contact Management

Microsoft's powerful Contact Management program Outlook® has been integrated into **Realtor Trust Manager**.

Set standard events/tasks ensuring consistent, accurate correspondence with owners, tenants and tradesman every day of the year.

## Word Processing

Unique Word® integration gives you all the functions of the world's leading word processing program Microsoft Word®.

Create professional merge letters, print envelopes, create labels, insert clipart and more!



## Realtor Pocket Manager

If you're serious about maximising the efficiency of your Property Management business, then **Realtor Pocket Manager** is for you!

If your Property Inspections are taking too much time - **Realtor Pocket Manager** extends the boundaries of your office! Realtor Pocket Manager keeps you up-to-date with your inspections, catering for every type - Entry, Exit and Routine.

## KEY BENEFITS

### Simplicity

**Realtor Trust Manager** is user-friendly and has been designed to easily run the Trust Accounting needs of a small to medium sized Real Estate Office. Comprehensive and professionally laid out screens have been designed to enable easy access to all your information at a glance.

### Communication

Communication with landlords, tenants and tradesman has never been easier. Now you can produce letters in the world's leading word processing package MS Word® or forward tenant notices, maintenance requests and even landlord statements simply and efficiently via e-mail. **Realtor Trust Manager** even has an automated task centre integrating the full features of Word® and Outlook®.

### Productivity

Quite simply **Realtor Trust Manager** allows your office to service more clients for less cost to your business. The user-friendly screen layout makes day-to-day processing a breeze. Time consuming functions such as inspections, arrears, maintenance can also be automated. Banking and bank reconciliation is comprehensive yet simple to use. End-of-month processes are contained on the one screen and are displayed in a logical order. Leading e-mail technology not only saves on postage and handling costs it also ensures your office is able to correspond with clients in real time.

### Cutting Edge Technology

**Realtor Trust Manager** brings the best of current technology to your office. The program allows you to "break" the office barrier using class leading Pocket PC technology, allowing mobile reporting of property inspections, access to Word® and Outlook® information and more!

### Service & Support

Quality assistance is only a phone call away! **Realtor Trust Manager** is supported by trained professionals (many of whom have worked in the industry). With localised service to every state of Australia, you can be assured of receiving a quick response to any enquiry.

#### Minimum System Requirements













Operating System - Minimum Windows 9x  
Recommended Windows 2000 or higher  
Processor - Pentium 2 or higher  
RAM - 64 MB although 256 MB is preferred  
Hard Drive - 3 GB with 500 MB minimum free

#### Also Required

Microsoft Word 2000 or higher  
Microsoft Outlook 2000 or higher

#### Also Recommended

Server Backup System

Daily Functions
Maintenance
 Owners
 Properties
 Tenants
 Tradesmen/Creditors
 Sales People
 Building
 Property Photos
Enquiries
Advanced Functions
Reports
Statements
Commercial
 Raise Debits
 Print Debit Notes
 Clear Debit Note Transaction
Holiday
 Booking/Availability
 Guest Amend/Check-Ins

**RP DATA**  
Information Services

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