



Release Notes for Version 2025.3

Property Management Solutions for Over 30 Years

This release contains many user requests. There are new reports, new fields based upon customer feedback, and improvements to the Inosio integration.

Additional user requests are currently planned for the next release. Please contact the help desk if you have suggestions for the application which can help you be more efficient.

A detailed description of the new features and changes follows the Change Summary below.

Tracking Number	Change Summary
NA-1	In <<Maintenance, Work Orders>>, a new work order status of "Bill Received" has been added to correspond to the Inosio "Invoice Received" status.
NA-2	In <<Maintenance, Work Orders>>, the Estimate and Cost Limit fields now sync with Inosio work orders.
25008-A	The <<Reports, Unit Reports>> Managed Units report and Rental Analysis reports have improved logic to handle back dated reports and cases where the management agreement dates are specified in a ledger, but a unit has been made inactive.
25008-B	An Active Units report has been added to <<Reports, Unit Reports>>. This is the same report as Managed Units, but it uses the unit status to select records. The Managed Units report will respond to back dating because it uses management agreement dates to select records.
25011	A third tenant email field has been added to the tenant profile.
25012	Fix ordering in Inosio activity payloads so it correctly orders multiple transactions on the same date.
25013	An Insurance Expires field has been added to the Unit and Owner profiles.
25014	Added Insurance Expiration reports to <<Reports, Owner Reports>>, <<Reports, Unit Reports>> and <<Reports, Tenant Reports>>.
25015	The <<Profiles, Tenants>> find list now includes a column for "No Payments".

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Change Details

25008-A: The <<Reports, Unit Reports>> Managed Units report and Rental Analysis reports have improved logic to handle back dated reports and cases where the management agreement dates are specified in a ledger, but a unit has been made inactive.

Managed Units

July 18, 2024

ID	Unit Address	Rent	Expected Fee	Available
No Manager				
INACTIVE2	124 Main Street Vienna, VA 22180		\$45.00	
OAK2118	2118 Oak Street Vienna, VA 22180	\$980.00	\$98.00	
ROCK9317	9317 Rockport Dr Vienna, VA 22180		\$45.00	
No Manager		\$980.00	\$188.00	
Emma Bull				
CEDAR327	327 Cedar Lane Vienna, VA 22181	\$690.00	\$69.00	8/1/2025
FAIR436	436 Fairway Drive Vienna, VA 22180	\$1,140.00	\$99.75	
WB201	Willow Brooke 201 Unit 201 Vienna, VA 22181	\$2,325.00	\$162.75	9/1/2026
WB202	Willow Brooke Unit 202 Unit 202 Vienna, VA 22181	\$850.00	\$59.50	
WB203	Willow Brooke Unit 203 Unit 203 Vienna, VA 22181	\$1,150.00	\$80.50	
Emma Bull		\$6,155.00	\$471.50	
		\$7,135.00	\$659.50	

Rental Analysis

July 18, 2024

Property Management				
Description	Potential	Expected	Difference	Loss
Overview for July 2024				
Units Analyzed	8	8		
Units Managed	8	8		
All Units				
Units with Rent	7	6		
Units with No Rent	1	2		
Rent	\$9,135.00	\$7,135.00	\$2,000.00	21.89%
Management Fees	\$744.50	\$659.50	\$85.00	11.42%
Average Rent	\$1,305.00	\$1,189.17		
Average Management Fee	\$106.36	\$82.44		
Average Management Fee Percent	8.15%	9.24%		
Highest Rent	\$2,325.00	\$2,325.00		
Lowest Rent	\$690.00	\$690.00		
Highest Management Fee	\$175.00	\$162.75		
Lowest Management Fee	\$59.50	\$45.00		
Occupied Units				
Units with Rent	6	6		
Rent	\$7,135.00	\$7,135.00		
Management Fees	\$569.50	\$569.50		
Average Rent	\$1,189.17	\$1,189.17		
Average Management Fee	\$94.92	\$94.92		
Average Management Fee Percent	7.98%	7.98%		
Highest Rent	\$2,325.00	\$2,325.00		
Lowest Rent	\$690.00	\$690.00		
Highest Management Fee	\$162.75	\$162.75		
Lowest Management Fee	\$59.50	\$59.50		
Vacant Units				
Units with Rent	1			
Units with No Rent	1	2		
Rent	\$2,000.00		\$2,000.00	100%
Management Fees	\$175.00	\$90.00	\$85.00	48.57%
Average Rent	\$2,000.00			
Average Management Fee	\$175.00	\$45.00		
Average Management Fee Percent	8.75%			
Highest Rent	\$2,000.00			
Lowest Rent	\$2,000.00			
Highest Management Fee	\$175.00	\$45.00		
Lowest Management Fee	\$175.00	\$45.00		

25008-B: An Active Units report has been added to the <<Reports, Unit Reports>>. This is the same report as Managed Units, but it uses the unit status to select records. The Managed Units report will respond to back dating because it uses management agreement dates to select records.

The Professional Landlord for Windows [demo] [SUPPORT MODE]

File Profiles AP AR GL Maintenance Reports Mailings Integration Links Setup Help

Unit Reports

Profile Search

Integration

Publishing

Health Check

Profiles

AP

AR

GL

Maintenance

Reports

Mailings

Select One or More Reports

- ☒ Active Units
- ☐ Actual Fees Analysis (By Management Group)
- ☐ Actual Fees Analysis (By Manager)
- ☐ Actual Fees Analysis (Consolidated)
- ☐ Available Units (Long Term)
- ☐ Available Units (Short Term)
- ☐ Insurance Expirations (60 Days)
- ☐ Managed Units
- ☐ Management Expirations (60 Days)
- ☐ Rental Analysis (By Management Group)
- ☐ Rental Analysis (By Manager)
- ☐ Rental Analysis (Consolidated)
- ☐ Rental Details (Expected, By Management Group)
- ☐ Rental Details (Expected, By Manager)
- ☐ Unit Activity
- ☐ Unit Activity Summary (By Account)
- ☐ Unit Actual Fees
- ☐ Unit Expected Fees
- ☐ Unit File Label (3 Across)
- ☐ Unit Key Codes
- ☐ Unit Ledger List
- ☐ Unit Mail Label (3 Across)
- ☐ Unit Owner List
- ☐ Unit Owner Tenant List
- ☐ Unit Profile
- ☐ Unit Repair Limits
- ☐ Vacant Units
- ☐ Vacant Units (By Unit Type)

Description of Highlighted Report

Report Name: Active Units

Column Fields:

1. ID from Unit
2. Unit Address from Unit Contact
3. Current Rent from Unit Occupancy
4. Expected Management Fee from Unit Occupancy
5. Current Available from Unit Occupancy

Filters: Table: "Unit"

((Status = Active) OR (Status = No Posting))

Group Fields:

1. Manager from Unit Related (ascending)

Sort Fields:

1. ID from Unit (ascending)

Run Selected Reports

Manage Reports

Run Highlighted Report

Modify

Filter

Options

Undo

Help

Close

Active Units

July 17, 2025

ID	UnitAddress	Rent	Expected Fee	Available
No Manager				
MAIN212	212 Main Street Fairfax, VA 21015	\$950.00	\$83.13	
OAK2118	2118 Oak Street Vienna, VA 22180	\$980.00	\$98.00	
ROCK9317	9317 Rockport Road Vienna, VA 22180		\$45.00	
No Manager		\$1,930.00	\$226.13	
Emma Bull				
CEDAR327	327 Cedar Lane Vienna, VA 22181	\$690.00	\$69.00	
FAIR436	436 Fairway Drive Vienna, VA 22180	\$1,140.00	\$99.75	
WB201	Willow Brooke 201 Unit 201 Vienna, VA 22181	\$2,325.00	\$162.75	
WB202	Willow Brooke Unit 202 Unit 202 Vienna, VA 22181	\$850.00	\$59.50	
WB203	Willow Brooke Unit 203 Unit 203 Vienna, VA 22181	\$1,150.00	\$80.50	
Emma Bull		\$6,155.00	\$471.50	
		\$8,085.00	\$697.63	

25011: A third tenant email field has been added to the tenant profile.

The Professional Landlord for Windows [demo] [SUPPORT MODE]

File Profiles AP AR GL Maintenance Reports Mailings Integration Links Setup Help

Joseph P. Bruno [Tenant]

JD BRUNO Joseph P. Bruno ☒ No Payments Status Current

Tenant Info Upload Manager

1. Tenant 2. Lease 3. Rent Changes 4. Recurring Charges 5. Categories 6. Documentation

Unit Information:

Unit FAIR436: 436 Fairway Drive ☒ Mail Correspondence to Unit

Responsible Tenant ☐ Post to Responsible Tenant

Legal Tenants Joseph P. Bruno, Vivian C. Bruno

Primary Email JoeB@promas.com Send Move to a New Unit

Secondary Email Send

Other Email joe@promas.com Send

Permanent Address:

Joseph P. Bruno

436 Fairway Drive

Vienna, VA 22180

22180 ☐ ZIP ☐ Foreign

Phone Numbers:

Contact Joseph P. Bruno

Day 703-555-2306

Night 703-555-2898

Cell

FAX

Informal Salutation: Joe

Formal Salutation:

Undock Help New Previous Next Save Report Close

25013: An Insurance Expires field has been added to the Unit and Owner profiles.

The Professional Landlord for Windows [demo] [SUPPORT MODE]

File Profiles AP AR GL Maintenance Reports Mailings Integration Links Setup Help

327 Cedar Lane [Unit]

Profile Search
Integration
Publishing
Health Check
All Tasks
Cross Reference
Tenant History
Tenant Receipt
Charge Tenant
Notes
Recurring Checks
Recurring Journal Entries
Ledger Payable History
Site Payable History
Disbursement History
Site Repair History
Ledger Repair History

ID CEDAR327 327 Cedar Lane Key Status Active

Upload Manager Inspections

1. Unit Description 2. Management 3. Categories 4. Documentation 5. State Taxes

Management

Manager

Begin 15

End 15

Revised 15

Reference

Profile Alert

Insurance Expires 7/31/2025 15

Help New Previous Next Save Report Close

The Professional Landlord for Windows [demo] [SUPPORT MODE]

File Profiles AP AR GL Maintenance Reports Mailings Integration Links Setup Help

Carl Wayne Cheek [Owner]

ID: Status:

1. Address 2. Management 3. Checks & Statements 4. Categories 5. Documentation

Management

Manager:

Begin: End: Revised: Reference:

Name and Part-Time Address

☐ Foreign

Insurance Expires:

Part-Time Address Schedule

Schedule:

Begin: End:

Part-Time Phone Numbers

Contact:
Day:
Night:
Cell:
FAX:

25014: There are new Insurance Expiration reports in <<Reports, Owner Reports>>, <<Reports, Unit Reports>>, and <<Reports, Tenant Reports>>.

Owner Insurance Expirations

July 17, 2025

ID	Owner Name	Expires
CLAYTON	Frederick L. Clayton	8/17/2025
FISCELLA	David & Judy Fiscella	8/21/2025
GOLDEN	Harrison S. Golden	9/4/2025
HARRIS	Charles W. Harris	8/13/2025
LEBENSON	Ira C. Lebenson	8/15/2025

Insurance Expirations

July 17, 2025

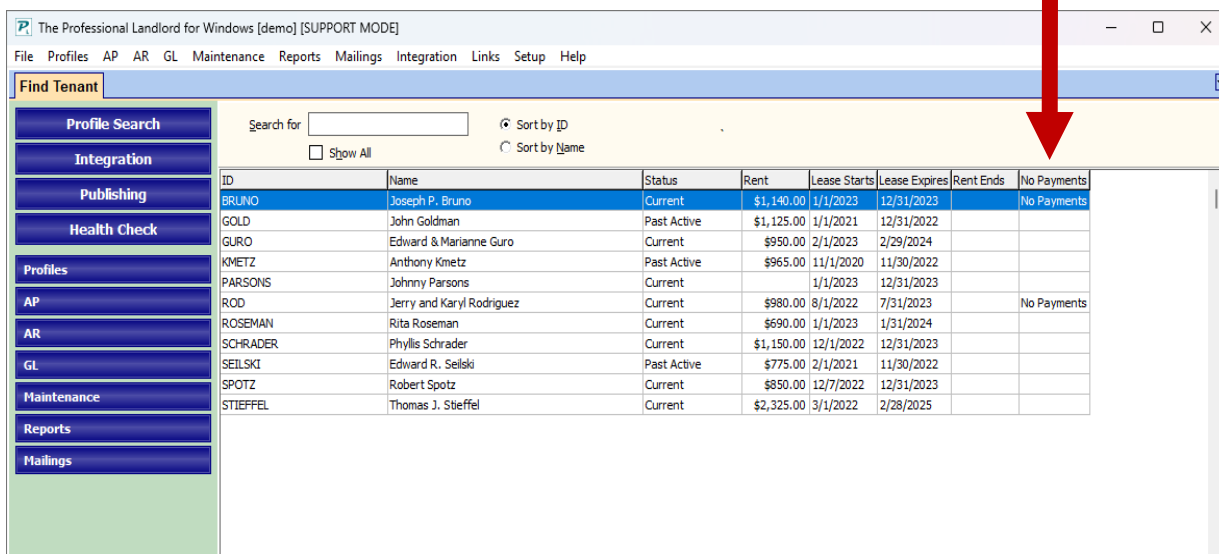
ID	UnitAddress	Primary Owner	Expires
CEDAR327	327 Cedar Lane Vienna, VA 22181	Harrison S. Golden 11 Walking Lane Preston, NH 02190	7/31/2025
FAIR436	436 Fairway Drive Vienna, VA 22180	Harrison S. Golden 11 Walking Lane Preston, NH 02190	8/14/2025
MAIN212	212 Main Street Faifax, VA 21015	Frederick L. Clayton 238 Vista Way Valdesta, CA 80290	9/12/2025

Insurance Expirations

July 17, 2025

Tenant	Unit	Ledger	Rent	Insurance Expires
Joseph P. Bruno	436 Fairway Drive	Harrison S. Golden	\$1,140.00	7/17/2025
Rita Roseman	327 Cedar Lane	Harrison S. Golden	\$690.00	7/19/2025
Edward & Marianne Guro	212 Main Street	Frederick L. Clayton	\$950.00	8/8/2025
Phyllis Schrader	Willow Brooke Unit 203	NUZIG Inc.	\$1,150.00	8/9/2025
Johnny Parsons	Willow Brooke Unit 202	NUZIG Inc.		8/29/2025
Jerry and Karyl Rodriguez	2118 Oak Street	Donald S. Schenk	\$980.00	9/12/2025
			<u>\$4,910.00</u>	

25015: The <<Profiles, Tenants>> find list now includes a column for “No Payments”.



The screenshot shows the 'Find Tenant' search results in the 'The Professional Landlord for Windows [demo] [SUPPORT MODE]' application. The interface includes a menu bar (File, Profiles, AP, AR, GL, Maintenance, Reports, Mailings, Integration, Links, Setup, Help) and a sidebar with navigation buttons (Profile Search, Integration, Publishing, Health Check, Profiles, AP, AR, GL, Maintenance, Reports, Mailings). The search results table has columns: ID, Name, Status, Rent, Lease Starts, Lease Expires, Rent Ends, and No Payments. A red arrow points to the 'No Payments' column header.

ID	Name	Status	Rent	Lease Starts	Lease Expires	Rent Ends	No Payments
BRUNO	Joseph P. Bruno	Current	\$1,140.00	1/1/2023	12/31/2023		No Payments
GOLD	John Goldman	Past Active	\$1,125.00	1/1/2021	12/31/2022		
GURO	Edward & Marianne Guro	Current	\$950.00	2/1/2023	2/29/2024		
KMETZ	Anthony Kmetz	Past Active	\$965.00	11/1/2020	11/30/2022		
PARSONS	Johnny Parsons	Current		1/1/2023	12/31/2023		
ROD	Jerry and Karyl Rodriguez	Current	\$980.00	8/1/2022	7/31/2023		No Payments
ROSEMAN	Rita Roseman	Current	\$690.00	1/1/2023	1/31/2024		
SCHRADER	Phyllis Schrader	Current	\$1,150.00	12/1/2022	12/31/2023		
SEILSKI	Edward R. Seilski	Past Active	\$775.00	2/1/2021	11/30/2022		
SPOTZ	Robert Spatz	Current	\$850.00	12/7/2022	12/31/2023		
STIEFFEL	Thomas J. Stieffel	Current	\$2,325.00	3/1/2022	2/28/2025		