

Rental owner site instructions

This topic highlights the features that are available through Buildium's rental owner site.

This topic offers instructions to give to rental owners, so they know how to get around their site.

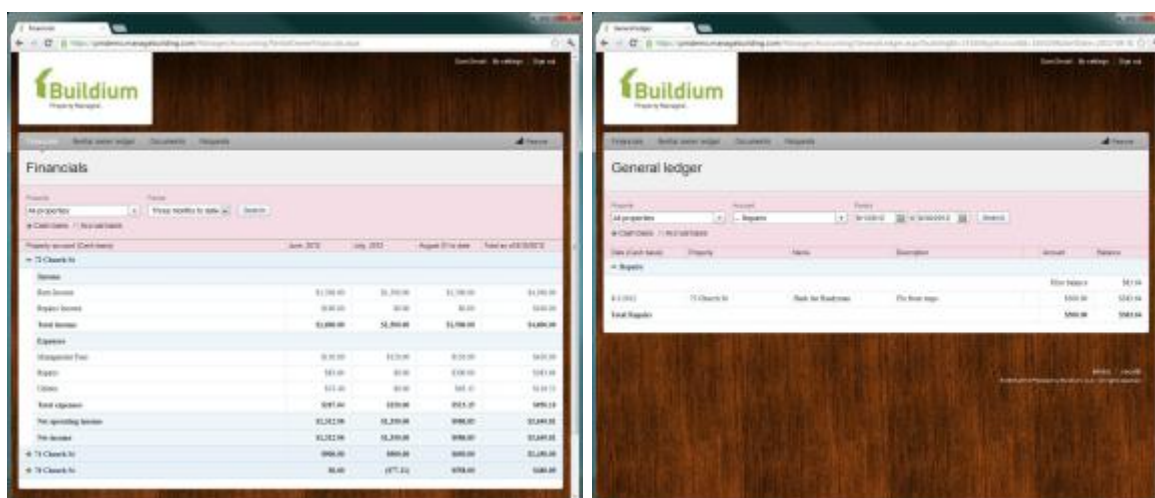
Because this site can be customized, it is very important that you change the instructions to match the capabilities that apply to your account.

See *Help article #112815* for a tour of the rental owner site.

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Financials and General Ledger

The Financials page reports property income and expense activity. You can drill down to specific line items within the General Ledger.

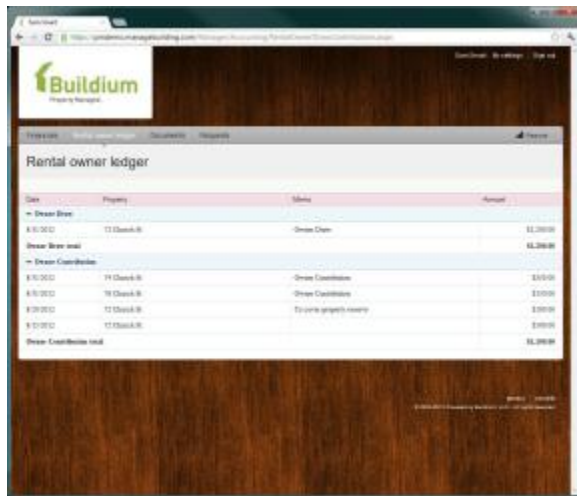


To access this page:

1. Go to the **Rental owner menu**.
2. Click the **Financials page**.

Rental owner ledger

The rental owner ledger shows all owner contributions and owner draws.



The screenshot shows the 'Rental owner ledger' page in the Buildium software. The page displays a table with columns for Date, Property, Memo, and Amount. The table is divided into sections for 'Draws' and 'Contributions'.

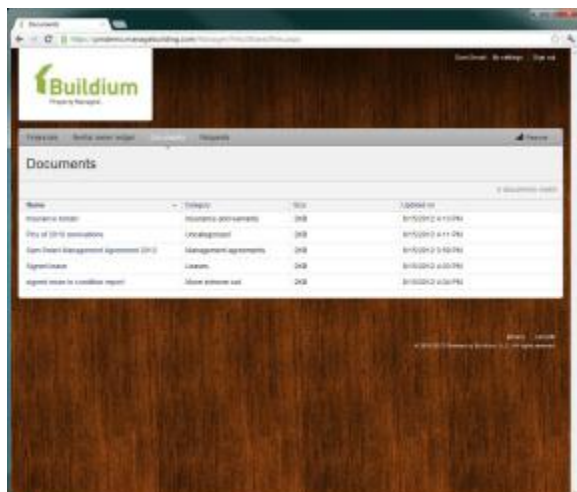
Date	Property	Memo	Amount
Draws			
- Draw Draw			
4/10/2022	13 Clouck St	Draw Draw	\$2,000.00
Draws Draw total			
\$2,000.00			
Draws Contributions			
4/10/2022	13 Clouck St	Draw Contribution	\$500.00
4/10/2022	13 Clouck St	Draw Contribution	\$1,000.00
4/20/2022	13 Clouck St	Draw Contribution	\$1,000.00
4/10/2022	13 Clouck St	To work property repair	\$1,000.00
Draws Contributions total			
\$3,500.00			

To access this page:

1. Go to the **Rental owner menu**.
2. Click the **Rental owner ledger page**.

Documents

The Documents page shows all files that have been shared with you. For example, a management agreement or property condition reports.



The screenshot shows the 'Documents' page in the Buildium software. The page displays a table with columns for Name, File Type, Size, and Date. The table lists several documents shared with the user.

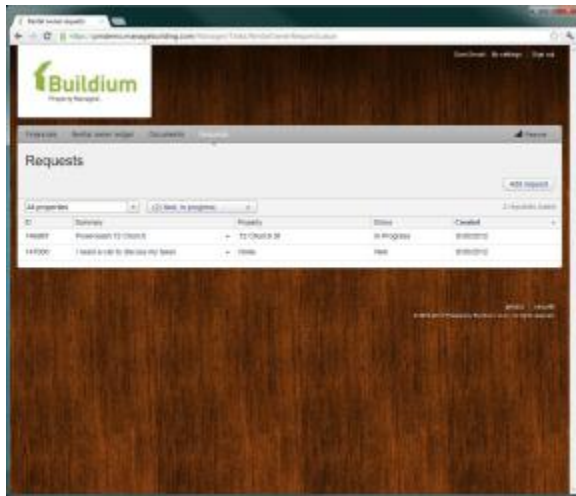
Name	File Type	Size	Date
Insurance report	Insurance documents	2KB	8/15/2012 4:11:28M
File of 2016 renovations	Unassigned	2KB	8/15/2012 4:11:28M
Open Order Management Agreement 2012	Management agreements	2KB	8/15/2012 3:58:28M
Agreement	Letters	2KB	8/15/2012 4:00:28M
agrent order to condition report	More extensive set	2KB	8/15/2012 4:00:28M

To download a document:

1. Go to the **Rental owner menu**.
2. Go to the **Documents page**.
3. Click the document you wish to download.

Requests

The Requests tab allows for the submission of maintenance requests.



To submit a request:

1. Go to the **Rental owner menu**.
2. Go to the **Requests page**.
3. Click **Add request**.
4. Complete the form.
5. Click **Submit**.

A full history of the request is available online. To access it, click the request from the **Requests page**.

Reports

The Reports tab allows you to run selected reports about your properties on demand. Data is updated in real time.



To access this page, click the **Reports** menu at the far right of the navigation bar.