

# Credit Manager Rent Reporter

## Rental 1<sup>®</sup> Credit Reporting Software

**Credit Manager Rent Reporter** will accurately report tenant trade lines to TransUnion using the Rental 1<sup>®</sup> Format

- ✓ Accurate & Easy To Use
- ✓ Best Reporting Solution
- ✓ Free 30-Day Demo

Credit Manager Rent Reporter Data Flow



### How to Get Started

[How to Report Credit](#)

[Free 30-Day Demo](#)

[Lease Now](#)

# Data Management Solutions

CM Rent Reporter offers a wide variety of features to help manage your customer's rental history profile. Easy data entry and flexible file import solutions that fit any size business.

## Data Entry

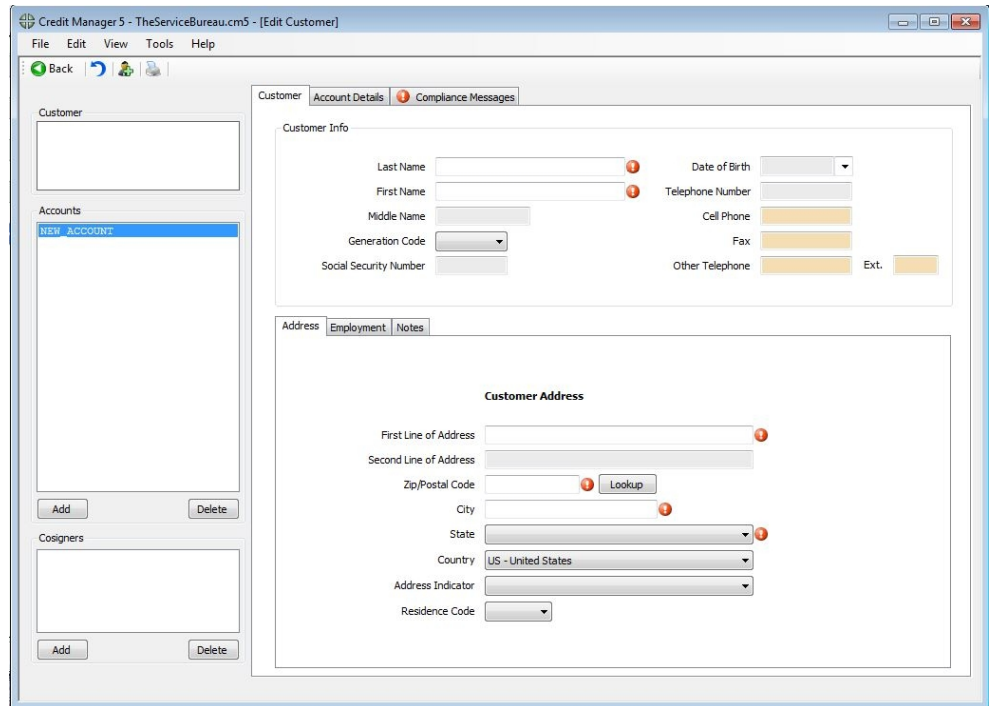
The data entry form is efficient, powerful, and easy to use.

Complete Rental 1<sup>®</sup> field support. All tradeline fields required by the Rental 1<sup>®</sup> format are available for editing.

Required fields are clearly marked, color coded and easy to find.

Compliance indicators and validation help you report more accurately while reducing rejected data from TransUnion.

Updating a tenant is easy with the Receive Payment, quick update form. This form reduces data entry time by presenting the most common updated fields in a single compact form.



The screenshot displays the 'Credit Manager 5 - TheServiceBureau.cm5 - [Edit Customer]' window. The interface includes a menu bar (File, Edit, View, Tools, Help) and a toolbar with a 'Back' button. The main content area is divided into several sections:

- Customer Info:** Contains fields for Last Name, First Name, Middle Name, Generation Code, Social Security Number, Date of Birth, Telephone Number, Cell Phone, Fax, and Other Telephone (with an Ext. field).
- Customer Address:** Contains fields for First Line of Address, Second Line of Address, Zip/Postal Code (with a 'Lookup' button), City, State, Country (set to 'US - United States'), Address Indicator, and Residence Code.
- Accounts:** A list box with a 'NEW ACCOUNT' entry.
- Cosigners:** A list box.

Buttons for 'Add' and 'Delete' are present for both the Accounts and Cosigners sections. Red exclamation mark icons are visible next to several fields, indicating required or validation-related information.

## Import your data

Large tenant volume? No problem.

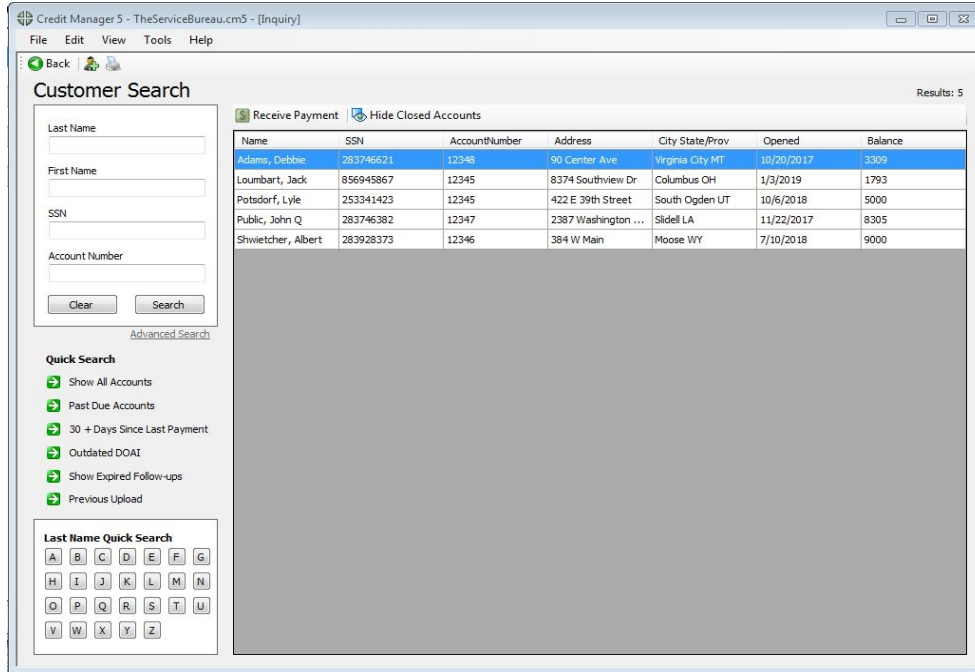
Importing files from other programs is a snap with fully customizable import features.

Supported file types include:

- CSV and other Delimited Files.
- Excel
- XML
- MS Access
- Metro 2<sup>®</sup> files
- Rental 1<sup>®</sup> files
- Fixed ASCII (fixed length text)

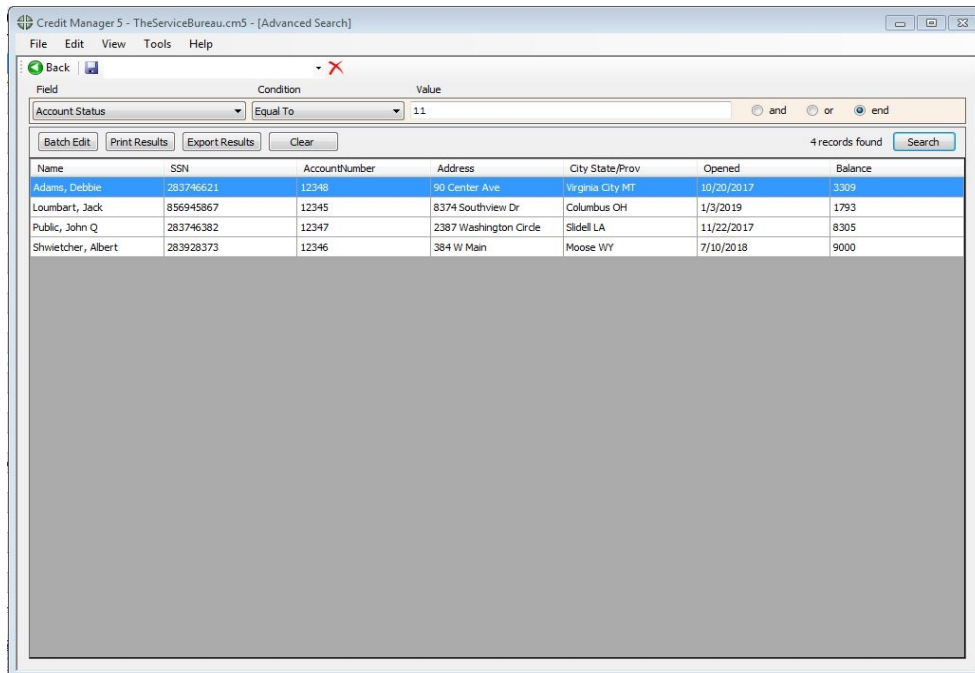
# Search

Finding tenants has never been easier. Powerful search features enable you to find and edit tenant records quickly.



# Advanced Search

Advanced search features make it possible to pinpoint tenants based on multiple field criteria and special conditions. You can also generate reports from your search results.



## Batch Editing

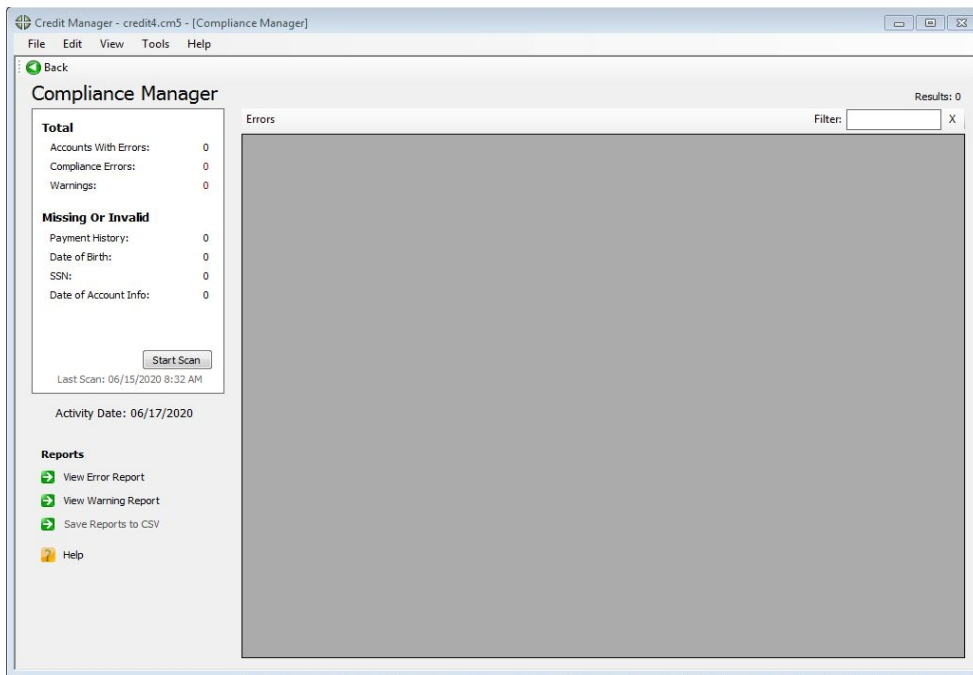
The Batch Edit feature allows you to find and replace data for multiple tenants simultaneously.

## Compliance Management for Accuracy

### Required Data & Compliance Management

Reporting accurately is one of the most important aspects of rental reporting.

CM Rent Reporter helps you keep your tenant data compliant with the latest reporting laws and regulations using our advanced Compliance Management system.



## Field Validation and Compliance Messages

Required Fields are clearly marked.

Tenants are validated and compliance messages appear in the customer edit screens.

CM Rent Reporter compliance validation makes it easy to correct data errors and helps ensure you are reporting accurate information to TransUnion.

# Security

## Company File Encryption

The CM Rent Reporter Company File is encrypted using AES-256 encryption by default so you know your data is secure. Our Rental 1<sup>®</sup> software solution complies with data storage security regulations.

## User Accounts

CM Rent Reporter offers user accounts for accessing the software. User Accounts allows you to define each user with a login and password before they can access the Licensed Software. With the Pro version of CM Rent Reporter, one User Account (Admin) may be defined while the Elite version can have unlimited User Accounts defined per the **Software License**. User Accounts help to secure the software and limit access to only those who have a login and password.

Admin Users have complete access to all the software options. The Admin User can define which software options the other User Tenants are allowed to access. Example, create/open/purge a database, backup/restore, upload, import and so on.

This helps with securing who is using the software and the options which are available to the user.

## Log Files

CM Rent Reporter offers a log file system to keep track of activity in the software such as upload history, import history, Rental 1<sup>®</sup> compliance management and more. *For Example: When you report to TransUnion, a log file is created containing the history of upload activity.*

## Audit History

Each consumer record in the CM Rent Reporter has an Audit History. The Audit History contains a history/log of edit made to the consumer record.

For example: editing the tenants 'current balance' field will generate an entry into the records Audit History.

## SFTP / HTTPS (SSL) Secure File Transfer

CM Rent Reporter, Rental 1<sup>®</sup> format files are uploaded securely through SFTP or the standard HTTPS/SSL web portals provided by TransUnion.

<b>CM Rent Reporter Feature Comparison Chart</b>	<b>PRO</b>	<b>ELITE</b>
Supports the latest Rental 1® Format	X	X
Import files from: Excel, CSV, XML, Fixed ASCII, Delimited, Rental 1®, Metro 2®	X	X
Free updates for minor software revisions	X	X
Network compatible	X	X
Unlimited, true multi-user support with record overwrite protection	X	X
Compliance Checking (for accurate reporting)	X	X
Secure Backup and Restore	X	X
Customer, statistical and geographical reports in PDF format	X	X
Automated data clean-up (standardization) routines	X	X
Log files for audit tracking	X	X
AES-256 encrypted database to securely store your tenant information	X	X
Extensive Help System to assist with accurate reporting and all software features. Intuitive F1 help on all fields with Rental 1® layout description.	X	X
Multiple company support	X	X
Pre-defined and advanced database searches to easily locate your customers	X	X
Batch edit	X	X
CSV File Export	X	X
Direct (in-house) reporting to TransUnion.	X	X
Bureau uploads via HTTPS, SFTP or removable media	X	X
Reports more than 50,000 tenants (high volume reporting)	-	X
Definable user account permissions	-	X
Audit tracking by user accounts	-	X
Command line automation (Import, Send, Compliance Check, Purge, and more)	-	X
Automated Secure batch SFTP uploads to all bureaus	-	X
36 User definable fields including dates, dollars and comments	-	X
Save Advance Search queries	-	X
Variable length Metro 2 file creation	-	X
Audit history searches	-	X
User tenant logins with password protection (per license)	1 Admin	Unlimited
Number of companies (Record ID's allowed per database)	2	6

# How To Report Credit

Companies reporting good credit (positive trade lines) or bad debt (negative trade lines) to TransUnion, must first establish a Data Furnisher's Agreement or Service Agreement with TransUnion. This is a separate agreement from pulling credit reports.

Companies reporting rental trade lines must use an application which is up-to-date with the Rental 1<sup>®</sup> format and is capable of accurately producing the Rental 1<sup>®</sup> format layout such as Credit Manager Rent Reporter.

## **TransUnion Contacts**

**TransUnion** U.S.A.  
(866) 922-2100

**TransUnion** Canada  
(800) 565-2280

## **Procedures for reporting your tenants to TransUnion**

Step 1 - Establish a Data Furnishers or Service Agreement with TransUnion.

Step 2 - All businesses reporting to TransUnion, must meet the minimum reporting requirements established by TransUnion.

Step 3 - Once you have established an agreement with TransUnion and meet their reporting minimums, then you are ready to order CM Rent Reporter software to accurately report tenants using the Rental 1<sup>®</sup> format.

Step 4 - Install CM Rent Reporter software on your computer

Step 5 - Enter or update your tenants using the user friendly edit screen or import your tenants electronically using the Import function.

Step 6 – Use the intuitive compliance checking and built in help functions to ensure your tenants are compliant and accurate with the Rental 1<sup>®</sup> reporting standards.

Step 7 - With the built in “Send” interface, export your tenants to TransUnion using SFTP (secure FTP), HTTPS (secure web browser) or removable media.

Step 8 - Repeat steps 5-7 for monthly reporting updates. It's that easy.

# System Requirements

CM Rent Reporter is intended to be installed on your local workstation. Network functionality can be achieved through database management over a network using standard file sharing or by connecting to a database server.

For multi-user functionality, Additional Site Licenses are available for customers using the software on more than one computer in the same office.

- Windows 7, 8, 8.1, 10
  - Linux / Mac OS – see note
- Minimum RAM: 4Gb – Pro version / 8Gb Elite version
- Modern multi-core CPU (high volume reporting)
- Microsoft .NET Framework version 4.6.1
- Hard disk space: 100 Mb + 20Mb for every 20,000 tenants. Elite users: SSD recommended.
- PDF Reader (Adobe Acrobat Reader recommended) visit: <http://www.adobe.com>

Note: CM Rent Reporter can run on non-Windows systems through a virtual machine, such as Parallels Desktop, VMWare Fusion, Virtual Box and others. This requires a valid Windows license.

# Pricing

## **CM Rent Reporter, Rental 1\* Credit Reporting Software Prices**

### **Elite**

Optimized for high volume reporting, supports over 2 million tenants. Full feature set for direct reporting.

**\$1999\*\***  
Lease Online

### **Pro**

Supports up to 50,000 tenants

**\$599\*\***  
Lease Online

### **CM Rent Reporter additional site license Elite/Pro**

For using CM Rent Reporter software on more than one computer in the same office network at the same location. Requires purchase of CM Rent Reporter Elite or Pro

**Call**

For current pricing please visit our [pricing page](#).

\* Rental 1 is the registered trademark of TransUnion

\*\* Prices are subject to change without notice.