




## Commercial Property Management Software Checklist

Feature		Product B	Product C
<b>1. SOFTWARE PLATFORM</b>			
Is the business application based on a reliable platform? (vs developed from scratch by vendor)	<input checked="" type="checkbox"/> Microsoft Dynamics NAV + SQL Server		
Can it be used on various devices (tablet, phone)?	<input checked="" type="checkbox"/> Web client/ Universal App		
Does it support multiplatform front-end (i.e. runs on any - Windows, Apple iOS, Android) ?	<input checked="" type="checkbox"/> Web client/ Universal App		
How can it be deployed:			
On premises			
Hosted			
Both	<input checked="" type="checkbox"/> On premises & Hosted		
<b>2. BUSINESS APPLICATION</b>			
Does it allow to manage:			
Retail	<input checked="" type="checkbox"/> Yes		
Commercial	<input checked="" type="checkbox"/> Yes		
Residential	<input checked="" type="checkbox"/> Yes		
Other	<input checked="" type="checkbox"/> Yes		
<b>FEATURES</b>			
Tenant & Lease Management	<input checked="" type="checkbox"/> Yes		
Contract Management	<input checked="" type="checkbox"/> Yes		
Maintenance Management	<input checked="" type="checkbox"/> Yes		
Budgeting & Forecasting	<input checked="" type="checkbox"/> Yes		
Reporting & Data Analysis	<input checked="" type="checkbox"/> Yes		
Billing and Invoicing	<input checked="" type="checkbox"/> Yes		
Meter Readings	<input checked="" type="checkbox"/> Yes		
CAM Reconciliation	<input checked="" type="checkbox"/> Yes		
Document Management	<input checked="" type="checkbox"/> Yes		
Inventory Tracking	<input checked="" type="checkbox"/> Yes		
Fixed asset management	<input checked="" type="checkbox"/> Yes		
Financial Accounting	<input checked="" type="checkbox"/> Yes		
Self-Service Tenant Portal	<input checked="" type="checkbox"/> Yes		
Is the business application customizable? (i.e. is it possible to add new data tables and fields, develop new functions)?	<input checked="" type="checkbox"/> NAV development environment (many functions are available with customer license)		
Is the system interface self-explanatory, role-based and easy to start for new employees (i.e. follows widely accepted standards), for your property managers, accountants, maintenance managers ?	<input checked="" type="checkbox"/> Microsoft Office look and feel user Interface		
Is the user interface configurable without programming (i.e. key-user can adjust the page layout)?	<input checked="" type="checkbox"/> User personalization		

3. IMPLEMENTATION			
Does the offering include full-scope professional services, e.g. business process optimization - vs only software delivery?	<input checked="" type="checkbox"/> Consultants with 6 - 10 years of property management industry expertise		
Will the new system support your unique way of working, support your unique competitive advantage? Do you have the option of including your requirements in the functional scope?	<input checked="" type="checkbox"/> Solution can be developed as per customer request		
Does your service provider follow widely adopted project management methodology? Has the supplier disclosed all potential project risks?	<input checked="" type="checkbox"/> Microsoft Sure-Step		
How is the solution priced:			
License purchase			
Monthly subscription			
Both	<input checked="" type="checkbox"/> License & Subscription		
How long does the implementation take?			
Up to a month	<input checked="" type="checkbox"/> Up to 100 lease agreements: 5 days		
1 - 3 months	<input checked="" type="checkbox"/> Average project - 1-2 months.		
More than 3 months			
4. TOTAL COST OF OWNERSHIP (TCO)			
Is TCO predictable (i.e. all cost components are disclosed and long term costs are transparent)?	<input checked="" type="checkbox"/> License cost + T&M or FIXED project price + support agreement + yearly maintenance and upgrades		
Does the offering bind you to a single service provider?	<input checked="" type="checkbox"/> No, there are many Microsoft Dynamics and Soft4 partners worldwide		
Does the supplier deliver application source code to you? Is your investment safe in case of supplier business discontinuity?	<input checked="" type="checkbox"/> Yes, in case of license purchase		
Is the software constantly improved, new features added? Does it have a clear roadmap?	<input checked="" type="checkbox"/> 1-2 releases per year		
Other features/functions/factors important for your business			
Notes/Comments			