

## Owner Maintenance Fees Based on Area of the Unit Quick Reference Guide

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## Introduction

This Quick Reference Guide will guide the user through the process of creating Maintenance Fees based on the Area assigned to a unit, in the Owner Management Maintenance module.

The Area is assigned in Global Maintenance.

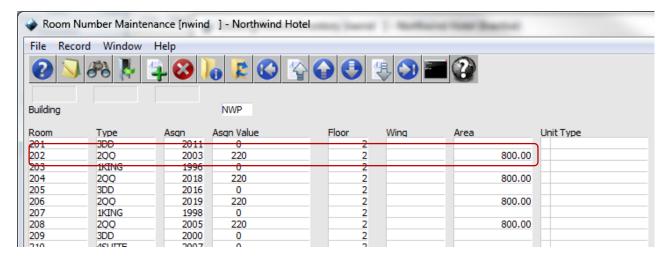
It is assumed that the user has read and is familiar with the QRG on Grouping Unit Types and Creating Maintenance Fees, prior to creating Maintenance Fees by Area.

Assign Area Per Unit in Global Maintenance

When Maintenance fees are to be charged by the <u>area per unit</u>, the area per unit setup is done in Global Maintenance.

To setup or review existing Area per Unit:

- → Begin on the Global Maintenance Main Screen
- → Select the Setup menu
- → Select Building/Rooms Inventory
- → Page Down to the correct Building
- → Select Window Menu
- → Select Room Number Maintenance to display the following screen.



Under the heading, "Area" type in the area of the room. The area is a value assigned to the unit either square footage or merit, that will be used to calculate the Maestro Maintenance Fee

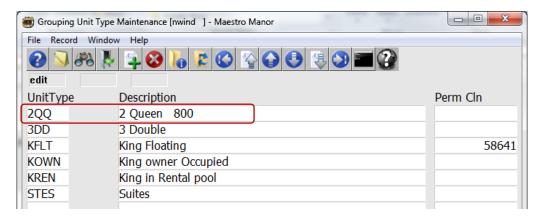




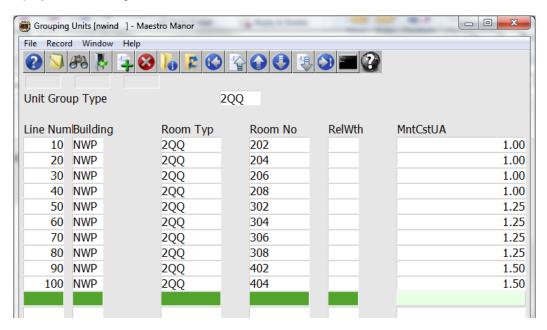
## Create Maintenance Fees based on Area Per Unit

To create the Maintenance Fees based on Area per Unit Owner Management Maintenance

- → Begin on the Owner Management Maintenance Main Screen
- → Select the Codes menu
- → Select Grouping Unit Type Maintenance to display the following Screen



If required crate a new Unit Type then Drill Down (F5) or highlight the existing unit type and Drill Down (F5) to display the Following Screen



Type the amount that you want to charge per the area based on the units' area entered in Global.

If the area of room 800 sq Feet (value) and the MntCstUA is 1.00 then the charge will be \$800.

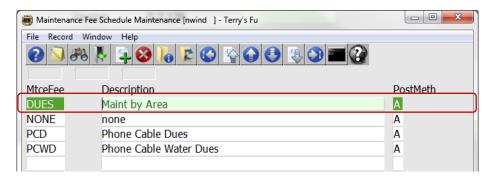




Setup Maintenance Fee Schedule based on Area Per Unit

Set up the Maintenance Fee Schedule Maintenance

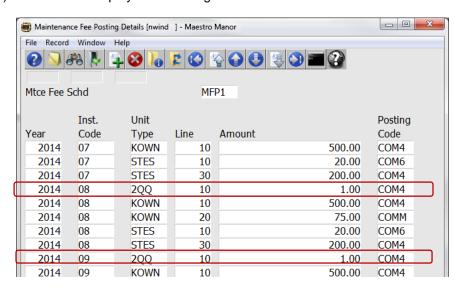
- → Begin on the Owner Management Maintenance Main Screen
- → Select the Setup menu
- → Select "Maintenance Fee Schedule Maintenance to display the following screen.



By default the on screen display is based on the property the user has logged into. As each property using Maestro's Owner module may have unique maintenance fee strategies. The property can be changed by selecting the window menu and selecting "Property".

- → F6 to create a new line. Create a 4 character code and Description up to 30 characters
- → in the" PostMeth" use "A" as entered.

Drill down (F5) on the line to display the following screen.



The amount to enter is "1"

If the area of room 800 sq Feet (value), the MntCstUA is 1.00 and the amount 1 then the charge will be \$800.

