

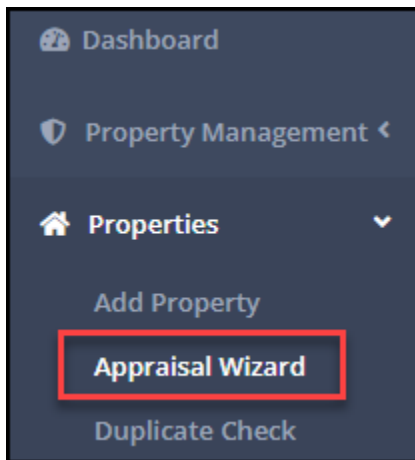
Overview

Commercial Bonds are commonly held by the agency in their trust account until the tenancy vacates the premises.

In VaultRE an Ownership/Property needs to be created so Commercial Bonds can be accounted for.

Below is the process of setting this up in preparation for receipting to any commercial bonds that are being held in the trust account.

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1. Go to **Properties > Appraisal Wizard**



2. Add Owner details:

Type - Company

Company - Agency name (Commercial Bonds held in trust)

Contact - Agency email address & phone number

Appraisal Wizard

Owner

Type: Company

Company: Sonia Real Estate (Commercial Bonds held in trust)

Contact: SRE@realestate.com

3. Add Property details:

Type - Residential

Status - Lease: Not Currently Listed

Property Address - 0 Commercial Bonds - Held in Trust Account, Perth WA 6000 (or local state)

Property

Type: Residential

0

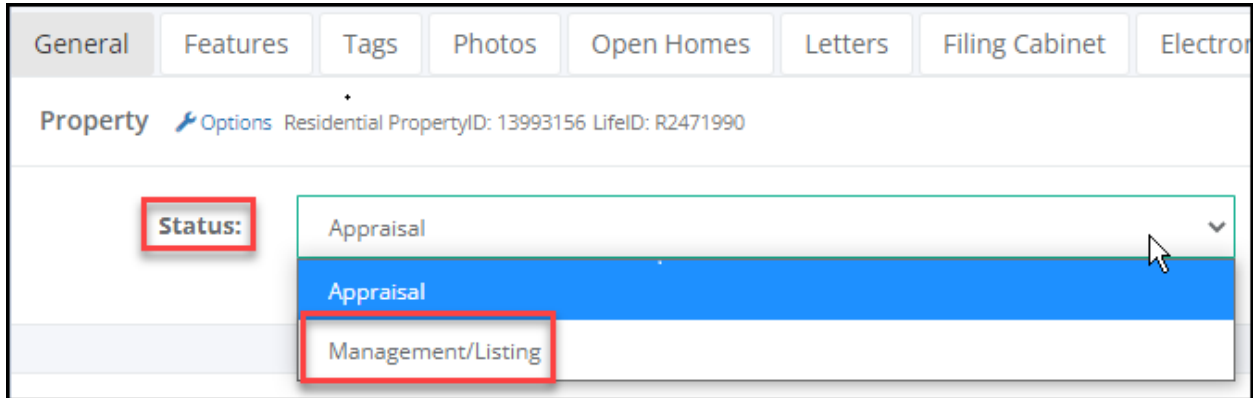
Save and Go To Property

Appraisal Wizard

Appraisal processed...

- Calendar Event added
- Appraisal Property Linked [ID: 13993156]
- Owner Linked [ID: 80798508]

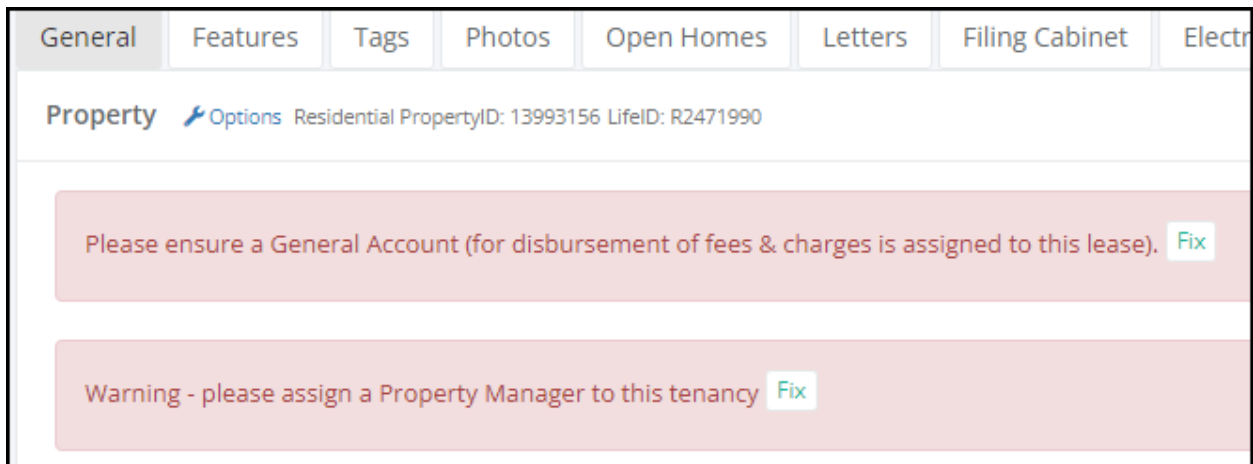
4. Change the **Status** of the Property to **Management/Listing**



The screenshot shows the 'Property' management page with a navigation bar at the top containing tabs for 'General', 'Features', 'Tags', 'Photos', 'Open Homes', 'Letters', 'Filing Cabinet', and 'Electron'. Below the navigation bar, the property details are displayed: 'Property' with a wrench icon and 'Options', 'Residential PropertyID: 13993156', and 'LifeID: R2471990'. A 'Status:' label is highlighted with a red box. A dropdown menu is open, showing 'Appraisal' as the current selection and 'Management/Listing' as the selected option, both highlighted with red boxes. A mouse cursor is visible over the dropdown menu.

Click on **Save/Update** at the bottom right of the screen

5. Once saved, you will be prompted to add a **General Account** and also add a **Property Manager**. Click on **Fix** to complete



The screenshot shows the 'Property' management page with the same navigation bar and property details as the previous screenshot. Two warning messages are displayed in red boxes. The first message reads: 'Please ensure a General Account (for disbursement of fees & charges is assigned to this lease). Fix'. The second message reads: 'Warning - please assign a Property Manager to this tenancy Fix'. Both messages have a 'Fix' button next to them.

6. Ensure there are no fees attached to this Property by going to **Tenancy/Management > Owner Fees/Charges**

7. Go to **Tenancy/Management > Ledger** and click on **Hold Monies**



The screenshot shows three buttons: 'Journal', 'Hold Monies', and 'Tenancy Ledger'. The 'Hold Monies' button is highlighted with a red box.

Hold - Hold all Monies

Reason - Commercial Bonds held in trust account

Click on **Update**

Hold/Unhold Monies - 55 Great Alpine Road LUCKNOW VIC

Hold:

Reason:

⚠ If Holding Monies, No disbursements will be permitted

You are now ready to receipt any commercial bonds that you are holding in your trust account
