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.

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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.



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.

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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.

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