

PRODUCT SPECIFICATIONS FOR CENTRAL REPORTING

UPDATED: March 5, 2020

These Product Specifications describe the current functionality and certain dependencies of the above-referenced product center (the “Product Center”). Access to and use of the Product Center is governed by an underlying agreement and, as applicable, addendum (collectively, the “Agreement”) with RealPage, Inc. and, as applicable, its affiliates (collectively referred to herein as the “Provider” “we” or “us”). Capitalized terms used in these Product Specifications have the meanings provided in the Agreement unless otherwise defined herein.

Subject to the terms of the Agreement, these Product Specifications may be modified at any time. If we modify these Product Specifications, we will post the updated version at <http://www.specifications.controls.realpage.com> and update the “Updated” date above. We recommend that you review these Product Specifications periodically for any changes. Your continued access to or use of the Product Center will constitute your acceptance of the updated Product Specifications.

1. AUTHORIZED USERS AND PASSWORD

Provider will provide the licensee under the Agreement (“Licensee”) with a user name and password permitting Authorized Users to access the Product Center. Licensee is responsible for the protection and dissemination of such user name and password and for any activities or actions occurring under Licensee’s account or log-in credentials—including, without limitation, for any losses or damages resulting from the loss, theft or misuse of or failure to protect any such user name or password. Licensee will permit only Authorized Users to access the Product Center, will ensure that all Authorized Users comply with the terms and conditions set forth in the Agreement and herein, and will not permit any person that ceases to be an Authorized User to continue to use a user name or password.

2. OVERVIEW OF CENTRAL REPORTING

CENTRAL REPORTING is a web-based application with the same look, feel, and user login as other RealPage applications. Two versions of Central Reporting are available: Central Reporting Basic and Central Reporting Advanced. Central Reporting Basic provides preformatted standard portfolio-level reports for all RealPage product centers. Central Reporting Advanced provides all basic reporting as well as more advanced features, including expanded grouping, custom reporting on all fields in the central reporting database, an Excel add-in feature that allows you to access Central Reporting and create new reports or edit existing reports directly from within Microsoft® Excel®, and an online XML Web service that can import your data into a user reporting package such as Excel or Microsoft Access®.

CENTRAL REPORTING allows key personnel to use site-based information recorded within each of RealPage’s web-based applications to make educated decisions for managing properties and budgets that they are responsible for. These reports and views are created from the daily operating data of each property. The major functionalities of Central Reporting include:

- Setup
- Reporting Tab
- Central Reporting Wizard
- Excel Query Wizard

Note: The CENTRAL REPORTING Product Center was not designed to store electronic protected health information, as defined by Section 160.103 of the HIPAA Regulations, 45 CFR Parts 160, under the Health Information Portability and Accountability Act Omnibus Final Rule released on January 17, 2013.

Users should not use any feature of the CENTRAL REPORTING Product Center to upload or to store any electronic protected health information.

3. DETAILED SPECIFICATIONS FOR CENTRAL REPORTING

This section outlines the major capabilities of CENTRAL REPORTING:

3.1. Central Reporting Basic and Advanced each provide the following:

- a. Setup Tab
 - (i) Allows user to define the valid values available to assign to properties and/or any custom fields that need to be used for reporting purposes, as well as the valid values available for those fields.
 - (ii) Allows Report Administrators the ability to hide the RealPage standard reports and views so that only customized reports and views are available.
 - (iii) Allows Report Administrators to update data after property date advance using on-demand refresh.
- b. Reporting Tab
 - (i) My Favorites: Allows user to create personal reports and views or to upload Excel documents that are frequently used.
 - (ii) Company Standard: Allows user to access reports, views, and Excel spreadsheets that have been created and published for general use by company's reporting administrators.
 - (iii) RealPage Standard: Allows user to access a group of reports, views, and Excel spreadsheets that have been predefined by RealPage.
 - (iv) Reports: Allows user to create reports from the available reports categorized by product center and grouped by functional area.
 - (v) Views: Allows user to create views from the available views categorized by product center and grouped by functional area.
 - (vi) Excel: Allows user to export or import Excel spreadsheets through the Excel add-in and Excel report upload options.
- c. Central Reporting Wizard
 - (i) Time Periods and Columns: Allows user to select the types of analysis rows (current period, prior period trends, or variances) that need to be reported.
 - (ii) Reporting Groups and Data Filters: Allows users to select the reporting groups needed for a particular report or view, as well as allowing users to set headings and subtotal format options.
 - (iii) Save and Publish: Allows users to indicate the name of the report or view and assign it to a category and section.

3.2. Central Reporting Advanced also provides the following:

- a. Central Reporting Wizard
 - (i) Create Custom Reports: Allows users to select and sequence from a list of available data columns to create custom reports.
 - (ii) Custom Key Performance Indicators: Allows users to create custom KPI using the user-friendly calculator feature.
- b. Excel Query Wizard
 - (i) Allows users to create new spreadsheets and to edit previously defined spreadsheets once connected with RealPage Central Reporting through the Excel add-in.
 - (ii) Allows users to import an existing format from any Excel report that they may have previously created.

3.3. RealPage Standard Reports

- a. Leasing & Rents – Concessions
 - (i) Rents and Concessions
 - (ii) Rents and Concessions (Trend)
- b. Leasing & Rents – Leases
 - (i) Lease Expiration Analysis
 - (ii) Lease Expiration Analysis (Variance)
 - (iii) Lease Expiration Projection by Days
 - (iv) Lease Expiration Projection by Days (Percent)
 - (v) Lease Renewal Recap
 - (vi) Lease Renewal Recap (Trend)
 - (vii) Lease Term Summary
 - (viii) Lease Term Summary (Variance)
- c. Leasing & Rents – Occupancy
 - (i) Effective Rent Comparison
 - (ii) Effective Rent Comparison (Trend)
 - (iii) Occupancy Analysis
 - (iv) Occupancy Analysis (Variance)
 - (v) Occupancy Status
 - (vi) Occupancy Status (Trend)
 - (vii) Occupancy Summary
 - (viii) Occupancy Summary (Trend)
- d. Leasing & Rents – Traffic
 - (i) Activity Summary
 - (ii) Activity Summary (Trend)
 - (iii) CrossFire Results by Site
 - (iv) CrossFire Results by Source
 - (v) Marketing Recap
 - (vi) Marketing Recap (Trend)
 - (vii) Marketing Recap (Variance)
- e. Leasing & Rents – Transactions
 - (i) Miscellaneous Revenue Recap
 - (ii) Miscellaneous Revenue Recap (Trend)
 - (iii) Miscellaneous Revenue Recap (Variance)
 - (iv) Revenue Recap
 - (v) Revenue Recap (Trend)
 - (vi) Revenue Recap (Variance)
- f. Leasing & Rents – Units
 - (i) Unit Status Summary
 - (ii) Unit Status Summary (Trend)
 - (iii) Unit Status Summary (Variance)
 - (iv) Vacancy and Concessions Recap
 - (v) Vacancy and Concessions Recap (Trend)

- (vi) Vacancy and Concessions Recap (Variance)
- g. Screening – Criminal
 - (i) Behavior Analysis
 - (ii) Behavior Analysis (Trend)
- h. Screening – Decisions
 - (i) Applicant Location (Count)
 - (ii) Applicant Location (Percentage)
 - (iii) Application Summary
 - (iv) Decision Factors
 - (v) Marketing Sources (Count)
 - (vi) Marketing Sources (Percentage)
 - (vii) Recommendation Overrides
 - (viii) Screening Results (Count)
 - (ix) Screening Results (Percentage)
- i. Screening – Scoring
 - (i) All Applicant Demographics
 - (ii) Cost of Risk

3.4. Comparison Between Basic and Advanced

Feature	Basic	Advanced
RealPage standard reports	X	X
Snapshot, trend, and variance report formats	X	X
On-screen views (with drill through) and printed reports	X	X
Create custom reporting groups	X	X
Export Web reports to Excel, PDF, CSV, and XML	X	X
Select or change “report groupings” to report by on existing reports and views	X	X
Select or change “time period” with calendar or fiscal options where applicable	X	X
Apply data filters to return only data meeting specific criteria	X	X
Save to My Favorites or publish to Company Standard for all to review	X	X
Data refreshed nightly and on advancing of property date	X	X
Create custom reports – select from a list of available data columns		X
Create custom KPI using the user-friendly Calculator feature		X
Excel-only work area – create custom reports with query builder		X
Storage to upload and collect all Excel reports at RealPage		X
Custom fields within Excel		X

4. CALIFORNIA CONSUMER PRIVACY ACT OF 2018 (“CCPA”) DATA PROCESSING STATEMENT

This CCPA Data Processing Statement applies to “Personal Information” of a “Consumer” as those terms are defined under the CCPA (referred to hereafter as “Personal Data”) that RealPage processes in the course of providing services under the Product Center (“Services”) governed by the Agreement to Customer.

RealPage understands the terms in this CCPA Data Processing Statement and agrees to comply with them. The terms of this CCPA Data Processing Statement will prevail in connection with the purpose and scope of this CCPA Data Processing Statement over any conflicting terms in the Agreement.

- 4.1. Customer's Role. The Customer is a for profit entity that determines the purpose and means of processing Personal Data. Customer will provide Personal Data to RealPage solely for the purpose of RealPage performing the Services.
- 4.2. RealPage's Role. RealPage shall provide the Services and process any Personal Data in accordance with the Agreement. RealPage may not retain, use, or disclose Personal Data for any other purpose other than for providing the Services and in performance of the Agreement.
- 4.3. Data Processing, Transfers, and Sales. RealPage will process Personal Data only as necessary to perform the Services, and will not, under any circumstances, collect, use, retain, access, share, transfer, or otherwise process Personal Data for any purpose not related to providing such Services. RealPage will refrain from taking any action that would cause any transfers of Personal Data to or from RealPage to qualify as "selling personal information" as that term is defined under the CCPA.
- 4.4. Sub-Service Providers. Notwithstanding the restrictions in Section 2.3, Customer agrees that RealPage may engage other Service Providers (as defined under the CCPA), to assist in providing the Services to Customer ("Sub-Service Providers"). RealPage carries out appropriate due diligence on each Sub-Service Provider and the arrangement between RealPage and each Sub-Service Provider is governed by a written contract which includes terms substantially equivalent to those set out in this CCPA Data Processing Statement.
- 4.5. Security. RealPage will use commercially reasonable security procedures that are reasonably designed to maintain an industry-standard level of security, prevent unauthorized access to and/or disclosure of Personal Data.
- 4.6. Retention. RealPage will retain Personal Data in accordance with Customer instructions, the terms of the Agreement, or any applicable law(s), whichever requirement is controlling under the circumstances. At the termination of this CCPA Data Processing Statement, or upon Customer's written request, RealPage will either destroy or return Personal Data to the Customer, unless legal obligations require storage of the Personal Data.
- 4.7. Assistance with Consumers' Rights Requests. If RealPage, directly or indirectly, receives a request submitted by a Consumer to exercise a right it has under the CCPA in relation to that Consumer's Personal Data, it will provide a copy of the request to the Customer. The Customer will be responsible for handling and communicating with Consumers in relation to such requests.
- 4.8. Enforceability. Any provision of this CCPA Data Processing Statement that is prohibited or unenforceable shall be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof. The parties will attempt to agree upon a valid and enforceable provision that is a reasonable substitute and shall then incorporate such substitute provision into this CCPA Data Processing Statement.