

## PRODUCT SPECIFICATIONS FOR REALPAGE FINANCIAL CLOSE MANAGEMENT

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 REALPAGE FINANCIAL CLOSE MANAGEMENT

REALPAGE FINANCIAL CLOSE MANAGEMENT is a module within the RealPage Accounting Suite that automates the creation of monthly and annual work papers to facilitate the accounting close process. The system enables users the ability to set up work papers to be generated from data in the RealPage Accounting, Commercial Property Management, and OneSite Leasing & Rents. The work papers can be generated in preliminary or final mode and can be processed through an approval workflow.

### 3. DETAILED SPECIFICATIONS FOR REALPAGE FINANCIAL CLOSE MANAGEMENT

This section outlines the major capabilities of REALPAGE FINANCIAL CLOSE MANAGEMENT:

#### 3.1. Application Configuration

- a. The ability to select the entities that will be available for use in Financial Close Management.
- b. The ability to assign an unrestricted user to have access to review/approve all work papers.

#### 3.2. Work Paper Configuration

- a. The ability to list, view edit, filter, and delete all work papers.
- b. The ability to export the work paper list to Excel<sup>®</sup>, CSV, Word<sup>®</sup>, or PDF.
- c. The ability to add a new work paper configuration.
  - (i) The ability to assign name, type, and report titles for a set of work papers.
  - (ii) The ability to assign reviewers and approvers for a set of work papers.

- (iii) The ability to define the category, report/account group for comparison and accounts to be included in the reconciliation.
- (iv) The ability to specify areas for reconciliation.
- (v) The ability to select the location/location groups for the work papers.

### 3.3. Work Paper Generation

- a. Users of Financial Close Management can generate work papers for a specific month/year for a set of work papers.
- b. The work papers can be generated in preliminary or final mode.
  - (i) Preliminary mode does not include workflow.
  - (ii) When you use preliminary mode, you can select the work papers to be generated.
- c. When you generate the work papers, you have the ability to choose to retrieve custom work sheets or attachments from prior work papers to be included in the new work papers being generated.

### 3.4. Work Papers

- a. The ability to list, download, and attach files to work papers.
  - (i) You can add attachments to existing worksheets or create as new worksheets.
- b. The ability to manage views and create advanced filters.
- c. The ability to approve work papers in review status or pending approval.
- d. Final work papers generated can be locked and unlocked to ensure audit controls.

### 3.5. Reports

- a. Financial Close Management Reports permit Authorized Users to:
  - (i) View, print, or export a report information created within the work paper configuration.
  - (ii) Reports included within Financial Close Management are:
    1. Cash & Cash Equivalents.
    2. Accounts Receivable & Prepaid Rent.
    3. Notes Receivable.
    4. Prepaid Expenses.
    5. Mortgages and Escrow.
    6. Fixed Assets.
    7. Accounts Payable.
    8. Security Deposits.
    9. Accrued Expenses.
    10. Notes Payable.
    11. Allowances for Doubtful Accounts.

## 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.