

## PRODUCT SPECIFICATIONS FOR REALPAGE BUDGETING

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 BUDGETING

REALPAGE BUDGETING provides a powerful web-based tool that enables property managers and owners to create, manage, distribute and monitor budgets for all sites. It streamlines the budgeting process from preparation to budget distribution and approval. It reduces the time spent populating spreadsheets with data and automates the routing of budgets to the proper personnel.

RealPage® Budgeting is designed to reduce the training, shorten the budgeting cycle and save time in the budgeting process.

RealPage® Budgeting is multi-browser compliant and it can be accessed on Tablets. Browsers supported include IE 11, Chrome, Firefox, and Edge. For the best user experience and performance, Chrome and Firefox are the recommended browsers.

Note: The REALPAGE BUDGETING 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 REALPAGE BUDGETING Product Center to upload or to store any electronic protected health information.

### 3. DETAILED SPECIFICATIONS FOR REALPAGE BUDGETING

RealPage® Budgeting is the integrated module of the OneSite® property management system and RealPage® Accounting. RealPage® Budgeting supports most property types and automatically integrates key data from OneSite® Leasing & Rents and RealPage® Accounting. This section outlines the major capabilities of REALPAGE BUDGETING:

- Budget setup and administration
  - Chart of accounts
  - Data staging
    - Direct integrations
    - CSV imports
  - Budget models
    - Manage budget model
    - Support multiple property types
    - Versioning of models
  - Workflow
    - Routing and approvals
    - Budget distribution
    - Export budget
  - Budget drivers setup
    - Assumptions and custom worksheets
    - Allocations
    - Services and service groups
    - Contracts
    - Payroll
    - Capital expenses
    - Debt services
  - Rural housing budget, balance sheet and MINC file creation
  - Reports / analysis
    - Portfolio and reporting groups
    - Report writer tool
    - Multi-year projections
    - Standard reports, graphs, and charts
    - Narratives
  - Dashboard
  - Model options for budgets and forecast
  - Dashboard
    - Model options for budgets and forecast
- 3.1. Budget setup and administration
- a. User roles to authorize the access and control workflow levels
    - (i) Budget administration
    - (ii) Budget preparer
    - (iii) Budget approver
    - (iv) BA corporate
    - (v) BA payroll
  - b. Create and view and print notes linked to budgets
  - c. Create narrative report and sections centrally
    - (i) Attach logos or images to narrative report and sections

- (ii) Copy the narrative report to the properties
  - d. Set up of budgets, forecasts and pro forma for properties, sub-properties, corporate office and departments
    - (i) Manage units and properties mapping
    - (ii) Manage accounting setup for budgeting properties (corporate properties)
- 3.2. Chart of accounts
- a. Import chart of accounts from RealPage® Accounting, CSV file or select ERP system
  - b. Create master chart of accounts
  - c. Clone master chart of accounts to single or multiple properties
  - d. Specify G/L account numbers use for budgeting
  - e. Restrict G/L account numbers related to payroll
  - f. Move GLs from property chart to master chart
  - g. Define report account structure by account type, account categories and normal balances to GLs
  - h. Create alternate chart of accounts for reporting purpose
  - i. Print chart of accounts and reporting structure
  - j. Map GLs of Master Chart of Accounts to HUD or Alternate Chart of Accounts
  - k. Print GL account mappings
  - l. Global default adjustment tool to apply assumptions to exported models based on historical for forecast data
- 3.3. Data Staging
- Data Integrations
- a. Staging financial data for multiple financial data types (Actual/Audit/Budget/Forecast) from multiple properties at a time, or a single financial data type from a specific property at a time
  - b. Staging operational data (Unit details, Unit types, Apartments, Occupancy, and Renewals) from multiple properties at a time or single operational data type from a specific property at a time
  - c. Staging data automatically from RealPage® products
    - (i) OneSite® Leasing and Rents (operational data)
    - (ii) RealPage® Accounting (financial data)
    - (iii) OneSite® Purchasing
    - (iv) OneSite® Commercial
    - (v) RealPage® Commercial
    - (vi) OneSite® Document Management
  - d. Staging data automatically from Yardi. Also view the property mappings with Yardi.
  - e. Supports scheduling data staging for single/multiple properties.
- CSV Imports
- a. Support for other PMS and ERP systems using CSV import
  - b. Importing HUD audit data for processing RH forms
  - c. Importing employees, job positions, payroll taxes, and worker compensation rates for payroll management
  - d. Importing current market rents by unit type for budgeting market rents
  - e. Importing current rent roll information from unit detail data for budgeting actual rents

- f. Importing YTD actuals, forecasted data and prior year budget amounts for reference purposes
- g. Importing vendors for creating contracts
- h. Importing capital expenses for capital budgeting
- i. Importing GL data for budgets in progress

### 3.4. Budget Models

#### Manage budget model

- a. Define the model detail including name, year, periods, and asset type
- b. Unique setting options for Conventional, Affordable, Commercial, Student Living, Senior Living and Corporate models
- c. Define corporate budget GLs
- d. Supports multiple model types – budget, pro forma, forecast (multiple years)
- e. Define revenue and expense methods for income, occupancy, and expense drivers
- f. Create custom descriptions for common terminology used within a budget model

#### Versioning of Models

- a. Create version of a model by copying both setup and model data (drivers data)
- b. Support to modify the model data with reference to the required changes
- c. Support for reporting and comparing

### 3.5. Workflow

#### Routing and approvals

- a. Create workflow levels of preparation, review and approval during the budget process
- b. Specify budget preparers and approvers and map users/roles to workflow levels
- c. Restrict specific budget sections for a role and user(s) to review/approve. Also define read, write, view and comment permissions

#### Budget Distribution

- a. Automatic distribution of models to budget preparers
- b. Restricting modification of finalized budgets
- c. Periodic update of financial actuals and ability to advance actual through data on forecast models

#### Export Budget

- a. Push budget data directly in to RealPage® Accounting
- b. Push budget data directly in to OneSite® Purchasing
- c. API to pull data from RealPage Budgeting to OpsTechnology
- d. Support for other systems MRI/Yardi/Timberline using Microsoft Excel/CSV
- e. Export multiple budgets data to workbook
- f. Supports scheduling the model data export for single/multiple properties

### 3.6. Budget Drivers Setup

#### Assumptions and custom worksheets

- a. Create assumptions and define rates for multiple years
- b. Assign all or multiple or property to an assumption rate

- c. Create custom worksheets using statistical, financial, tiered calculations, IF/Then formulas, formulas, user input, and reference to other custom worksheets
- d. Add default custom worksheets with built in formulas
- e. Copy custom worksheets from one year to other

#### Allocations

- a. Create allocation to properties using site count, SF, percentage, flat rate, employee counts
- b. Recall the distributed allocations

#### Services and service groups

- a. Define contracts and create multiple activities for contracts
- b. Manage service groups specific to the senior living properties and budget revenue, LTL, and occupancy
- c. Assign service group specific GL accounts to budget drivers

#### Contracts

- a. Define contracts and create multiple activities for contracts
- b. Notifies the expiration of contracts
- c. Allocate contract values to one or multiple properties. Attach documents to the contracts if property has a Document Management license

#### Payroll

- a. Create employees, job positions, and allocate their expense to one or multiple properties
- b. Define workers' compensation property level with in the state
- c. Set federal taxes and state taxes with the ability to set cap values and annualize taxes
- d. Define payroll items to be budgeted and assign them to properties
- e. Define benefits and assign them to multiple or particular year and state
- f. Create payroll custom worksheets, assign them to properties and job positions.

#### Capital expenses

- a. Globally define capital expense items/packages/projects
- b. Budget the capital expense items using the input methods — unit number, move outs, units
- c. Allow setting the installation and funding account offsets in months
- d. Calculate monthly increase in market rent and budget and average monthly premium rent value for renovated units
- e. Attach documents to the capital expense if property has livense to Document Management

#### Debt services

- f. Setup debt services for the entire duration of the debt
- g. Manage principle and interest amounts postings automatically across the years
- h. Assign properties to the debt service and define allocation percentages property wise
- i. View property wise loan schedules

### 3.7. Rural Housing Budgeting, Balance Sheet and MINC file creation

- a. Setup unit types and unit type wise rent schedules
- b. Import rent schedules using CSV or directly from OneSite Leasing & Rents
- c. Map the GL accounts to budget line items

- d. Create budget form and balance sheet in HUD format
- e. Allow Approve/Reject the budget form and balance sheet
- f. Allow Finalize /Un-finalize the budget form and balance sheet
- g. Generate MINC file

### 3.8. Reports/Analysis

#### Portfolio and Reporting Groups

- a. Define reporting groups and portfolio groups
- b. Generate specified reports for reporting groups and aggregate the reports for all the properties in the group model wise
- c. Generate standard and custom portfolio reports
- d. Download reports from central repository which were generated off-line

#### Report Writer Tool

- a. Create custom reports using data generated from budgets or data imports or modify standards financial reports
- b. Define the access restrictions for the reports

#### Multi Year Projections

- a. Define the projections for required number of years, based on chosen base data and assumptions

#### Standard Reports, Graphs, and Charts

- a. 50 Standard out of the box reports that can be modified based on parameters
- b. Define favorites
- c. Create Model Package reports to generate multiple reports at one time
- d. Convert the reports using alternate chart of accounts format
- e. Ability to roll up sub-property or corporate/department financial reports
- f. View the frequently viewed reports directly from dashboard
- g. View graphs and tables from dashboard or model and configure desired view based on property or options

#### Dashboard

- a. Workspaces to view summary counts for Contracts, Budget Tasks, Budget Comments, and Budget Workflow Status. Ability to drill down for detail view or actions to create new contracts, tasks, or comments.
- b. Ability to manage workflow by moving submission or approvals for one or multiple properties
- c. Filter or Access all models based on roles/rights
- d. Track Capital expenses and compare to budget
- e. View/Define graphs for KPIs for up to five properties at once
  - (i) Model versus Financial
  - (ii) Average expense per unit
  - (iii) Market rent vs. effective rent
  - (iv) Account group comparison

3.9. Model Options for Budgets and Forecast

- f. Budget occupancy and renewals by unit or summary options and view historical trends. Options specific to Conventional, Affordable, Senior Living asset types. Summary graph and chart.
- g. Budget rental revenue and losses including market rent, actual rent, loss/gain to lease and renovation income. Setup options available specific to Conventional, Affordable, Senior Living.
- h. Budget tenant rental income and recoveries specific to Commercial assets.
- i. Budget management fee income specific to corporate budgets.
- j. Expense tools to aid in calculation of capital expense, contracts, debt services, and payroll.
- k. Budget tools include allocations module, default adjustments, custom worksheets, and services.
- l. Account by account tool for data input, summary, historical reference data and YOY calculations.
  - (i) Customize view to summary, quarterly, or monthly.
  - (ii) Customize view to include column calculations for Avg. Monthly value, Forecast total, \$ Variance, % Variance, \$ Per Unit, \$ Per SQFT, Rolling 12
  - (iii) Drill down historical data to RealPage Accounting
  - (iv) View budget or reviewer comments
  - (v) In Budget view up to five years historical, budget, pro forma or forecast data
  - (vi) Filter, search, and consolidation options

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.