PRODUCT SPECIFICATIONS FOR
REALPAGE CORPORATE ACCOUNTING

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 CORPORATE ACCOUNTING

    REALPAGE CORPORATE ACCOUNTING is a web-based general ledger accounting system, integrated with RealPage Leasing & Rents, Commercial Property Management, Job Cost, RealPage Portfolio Management, RealPage Exponential Reporting, Ops Technology and Investment Accounting. RealPage Corporate Accounting refers to the management of the operating company associated with most RealPage Accounting clients. An Operating Company exists for every client type, like PMC, General Partners, Limited Partners and typically manages the corporate accounting books and records. An Operating Company requires departmental overhead allocations and managerial reporting on departmental activities and profitability. It uses the same General Ledger, Accounts Payable, Cash Management, and other applications to perform accounting functions for the Operating Company. Options include departmental reporting, profit center reporting, and the allocation of expenses and payables between entities with the automated recording of a journal entry on both entities to reflect the payable and receivable with a paper trail.

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

3. DETAILED SPECIFICATIONS FOR REALPAGE CORPORATE ACCOUNTING

This section outlines the major capabilities of REALPAGE CORPORATE ACCOUNTING:

3.1. Cash Management

a. Set up bank accounts

b. Reconcile bank account with a bank statement

c. Set up option to require two signatures for any payment over a designated amount

d. Set up bank register report of all bank account activity

e. Set up check register report summarizing all payments

f. Void or reverse any payment

g. Set up a cash analysis report showing the balances of the bank account and the A/P aging

h. Record charge card transactions

i. Record non-tenant related receipts

j. Record funds transfers between bank accounts

k. Set up ACH Capabilities

3.2. Accounts Payable

a. Set up vendors

b. Set up "one-time" vendors; for example, residents who receive a payment

c. Set up 1099 reporting

d. Set up vendor types to classify vendors

e. Create bills that need to be paid

f. Record payables activity in a bill batch and include the activity automatically in the general ledger

g. Open or close bill batches to control which accounts payable records are locked

h. Create bills through data received from integrated RealPage products

i. Set up recurring bills that are automatically generated according to a schedule

j. Select which bills will be paid, generating payment requests

k. Set up the option to require approval for payments, based on the amount of the payment, using up to six different approver levels

l. Print a group of checks that are approved for processing

m. Set up a bills register report with the option of including payment details for each bill that was processed

n. Set up an A/P ledger report showing the charges, payments, and balances due for each vendor

o. Create a custom vendor aging report or vendor aging graph

p. Record a bill and manual payment in one transaction

q. Maintain vendor insurance information

3.3. Accounts Receivable

a. Set up customers

b. Set up "one-time" customers

c. Create corporate level invoices that can be billed back to sites for reimbursements

d. Record invoices and post activity automatically in the general ledger

e. Set up the option to independently open and close the sub-ledger for accounts receivable transactions

f. Set up and schedule recurring invoices

g. Print and/or e-mail invoices and statements to customers

h. Import invoice and payment transactions using a CSV file

i. Create a quick deposit function to record customer payments not applied to specific invoices

j. Set up a sales register report, with the option of including payment details for each invoice that was processed

k. Set up an A/R ledger report showing the charges, payments, and balances due for each customer

l. Set up an invoice analysis report that displays invoice data by G/L account

m. Create A/R terms and discounts

3.4. General Ledger

a. Set up a chart of accounts for multiple general ledger account types

b. Create account groups for financial reporting

c. Set up an account groups hierarchy report that shows the relationship of accounts and account groups

d. Create user-defined reporting periods and specify which periods are used for budgeting

e. Create a budget for each property at the general ledger account level

f. Create user-defined journal types for posting general ledger transactions

g. Create recurring journal entries

h. Reverse or delete (with proper permissions) journal entry transactions

i. Set up a trial balance and comparative trial balance report

j. Set up a general ledger report

k. Open or close general ledger books

3.5. Financial Reporting

a. Set up default financial reports based on categories assigned to G/L accounts

b. Create any number of custom financial reports or graphs

c. Select any general ledger account group to include in a financial report

d. Select any reporting periods to include in a financial report

e. Generate any report in HTML (interactive drill-down), PDF, rich text, or Excel format

f. Customize and format the rows and columns of any financial report

g. Calculate the budget difference or budget variance for any account activity

h. Generate any report using dynamic reporting periods based on the "As of date" (that is, Current Year)

i. Control the formatting of the report, including font size, color, style, and other page layout options

j. Set up the option to produce a bar chart, line graph, or pie chart

k. Set up an option to use dimensions

l. Create reporting on departments, cost centers, profit centers, projects, and so on.

3.6. Multi-Entity Accounting – Intercompany Payables and Receivables — Corporate A/R and A/P

a. Create a master chart of accounts that is used by multiple entities

b. Create a master vendor list that is used by multiple entities

c. Create master reporting periods and financial reports that are used by multiple entities

d. Automatically generate inter-entity payable and inter-entity receivable journal entries for intercompany transactions

      e.   Automatically generate inter-entity invoices

      f.   Use A/R and A/P functionality to pay invoices between entities

      g.   Process accounts payable for multiple entities as a centralized activity

      h.   Quickly create new entities with separate tax IDs and financial reports

      i.   Create consolidated reports for all entities or specific entity groups

3.7. Dashboards and Navigation

      a.   Configure dashboards by role

      b.   Quickly access frequently used functions using dashboards

      c.   Perform basic functions faster using the type-ahead function

      d.   Look at the entire enterprise or jump to a specific site or entity using Top-Level

3.8. Customization Services

      a.   Create customized reports

      b.   Create custom fields and create reports based on custom field

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. <u>Customer's Role.</u> 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. <u>RealPage's Role.</u> 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. <u>Data Processing, Transfers, and Sales.</u> 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. <u>Sub-Service Providers.</u> 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. <u>Security.</u> 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. <u>Retention.</u> 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. <u>Assistance with Consumers' Rights Requests.</u> 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. <u>Enforceability.</u> 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 invaliding 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.