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PRODUCT SPECIFICATIONS FOR
REALPAGE PROPERTY ACCOUNTING

UPDATED: March 5, 2020

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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 PROPERTY ACCOUNTING

   REALPAGE PROPERTY 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. The General Ledger, Accounts Payable, Purchasing and Cash Management applications are used to perform accounting functions for each property.

   REALPAGE PROPERTY ACCOUNTING is an integrated suite of applications that include:

   - Cash Management
   - Accounts Payable
   - General Ledger
   - Financial Reporting
   - Dashboards and Key Performance Indicators
   - Customization Services

3. DETAILED SPECIFICATIONS FOR REALPAGE PROPERTY ACCOUNTING

This section outlines the major capabilities of REALPAGE PROPERTY ACCOUNTING:

3.1. Cash Management

- Ability to set up bank accounts
- Bank account reconciliation with a bank statement with reserve accounts
- Option to require two signatures for any payment over a designated amount
- Bank register report of all bank account activity
- Check register report summarizing all payments
- Ability to void or reverse any payment
- A cash analysis report showing the balances of the bank account and the A/P aging
- Record charge card transactions
- Record non-tenant related receipts
- Record funds transfers between bank accounts
- Ability to reconcile charge card transactions
- ACH Capabilities

3.2. Accounts Payable

- Ability to set up vendors with approval workflows
- Option to set up "one time" vendors; for example, residents who receive a payment
- 1099 reporting
- Option to set up vendor types, to classify vendors
- Ability to create bills that need to be paid with approval workflows
- Ability to scan bills into A/P
- Ability to record payables activity in a bill batch and include the activity automatically in the general ledger
- Option to open or close bill batches to control which accounts payable records are locked
- Option to create bills through data received from integrated RealPage products or authorized partners
- Ability to set up recurring bills that are automatically generated according to a schedule
- Ability to select which bills will be paid, generating payment requests
- Option to require approval for payments, based on the amount of the payment, using up to six different approver levels
- Ability to print a group of checks that are approved for processing
- A bills register report, with the option of including payment details for each bill that was processed
- An A/P ledger report showing the charges, payments, and balances due for each vendor
- Option to create a custom vendor aging report or vendor aging graph
- Ability to record a bill and manual payment in one transaction
- Ability to maintain vendor insurance information
- Ability to edit check layout
- Ability to merge vendors records
- Ability to create a data file of checks issued

3.3. General Ledger

- Ability to set up a chart of accounts for multiple general ledger account types
- Ability to create account groups for financial reporting
- An account groups hierarchy report that shows the relationship of accounts and account groups
- Ability to create user defined reporting periods and specify which periods are used for budgeting

- Ability to create a budget for each property at the general ledger account level
- Ability to create user defined journal types for posting general ledger transactions and restrict system specific journal types
- Option to create recurring journal entries
- Option to reverse or delete (with proper permissions) journal entry transactions
- A trial balance and comparative trial balance report
- A general ledger report
- An option to open or close general ledger books

3.4. Financial Reporting

- Default financial reports based on categories assigned to G/L accounts
- Ability to create any number of custom financial reports or graphs
- Option to select any general ledger account group to be included in a financial report
- Option to select any reporting periods to be included in a financial report
- Ability to generate any report in HTML (interactive drill-down), PDF, rich text, or Excel format
- Option to customize and format the rows and columns of any financial report
- Option to calculate the budget difference or budget variance for any account activity
- Option to generate any report using dynamic reporting periods based on the, "As of date" (that is, Current Year)
- Options to control the formatting of the report, including font size, color, style, and other page layout options
- Option to produce a bar chart, line graph, or pie chart
- Option to use dimensions
- Ability to create and report KPIs

3.5. Dashboards and Navigation

- Ability to configure dashboards by role
- User configured dashboards allow quick access to frequently used functions
- Type-ahead allows users to get to what they need faster
- Top level allows users to look at the entire enterprise or jump in to a specific site or entity

3.6. Customization Services

- Option to create customized reports
- Option to create custom fields and create reports based on custom fields

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. <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.