

Resident information from the Other Info tab in Yardi is being relocated.

- When: Week of April 25<sup>th</sup>
- What: Data indicated below will be removed from the fields within the Review Resident Other Info tab
- Where: Affected data will be available on a new report – Side Menu>Reports>Resident>Tenant Other Info
- Details:
  - Applicable data from numbered field 1 below will be moved to the Lease Info tab, Lease Desc field
  - Data from numbered fields 2-15 below will be available on the Tenant Other Info Report
  - 16-Vehicle Info will not be removed. Note though that the Auto Link in the Data section of the Review Resident page is the primary location to be used for vehicle data collection.

Use of fields 1-15 will be discontinued as part of the data relocation. Each piece of affected data has a standard collection location– see the “Where This Data is to be Collected” column below for specifics.

The screenshot shows the 'Other Info' tab with the following fields highlighted with red circles:

- 1 License#/Lease Type
- 2 Bank/Cancel Reason
- 3 Children/RUBS
- 4 Pets
- 5 Guarantor/Move Out Type
- 6 Other 2
- 7 Other 4
- 8 Car/License
- 9 Account#/State Issued
- 10 Ages/Package Release
- 11 Reference/Renter's Insurance
- 12 Other 1/Util Service ID
- 13 Corporate Lease
- 14 Other 5/AMSI Resident ID
- 15 Drivers License #/State
- 16 Vehicle Make

Data
Roommates (1)
Attachment
Memo (4)
Contact
Resident History
Application Form
Manage Rentable Items
New WO
Demographics
Insurance Information
Utility Billing
Collections Interface
Revenue Management
Renters Insurance Interface
Pet Info
Auto Info
Swap Tenant/Roommate
LeaseBut6
SVT Tenant Data
Recurring Payment Setup
EFT Setup (New)

The screenshot shows the 'Lease Information' tab with field 1 (Lease Desc) highlighted with a red circle.

#	Field Name	Where This Data is to be Collected
1	License #	Review Resident>Data>Auto Info link
1	Lease Type	Review Resident>Lease Info Tab>Lease Desc field
2	Bank	This data is collected by Yardi automatically as needed
2	Cancel Reason	This data is collected by Yardi automatically during the Cancel process
3	Children	Review Resident>Data>Roommates
3	RUBS	Review Resident>Data>Utility Billing link
4	Pet	Review Resident>Data>Pet Info
5	Guarantor	Review Resident>Data>Roommates
5	Move Out Type	This data is collected by Yardi automatically during the Move Out Process
6	Other 2	Data collected in this field not standard, varies by property.
7	Other 4	Data collected in this field not standard, varies by property.
8	Car	Review Resident>Data>Auto Info link
8	License	Review Resident>Data>Auto Info link
9	Account #	Then data is collected by Yardi automatically as needed
9	State Issued	Review Resident>Data>Auto Info link
10	Ages	Review Resident>Data>Roommates
10	Package Release	Not required
11	Reference	Data collected in this field not standard, varies by property
11	Renter's Insurance	Review Resident>Data>Insurance Information
12	Other 1	Data collected in this field not standard, varies by property
12	Util Service ID	Not required
13	Corporate Lease	Entered as Resident/Roommate as applicable
14	Other 5	Data collected in this field not standard, varies by property
14	AMSI Resident ID	Not required
15	Drivers License #	Not required
15	State	Review Resident>Data>Auto Info link
16	Vehicle Info	Review Resident>Data>Auto Info link