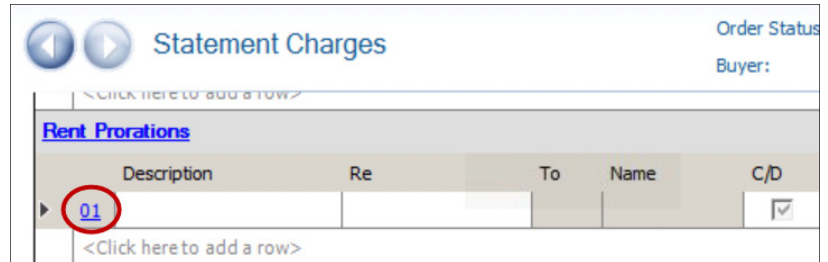


Follow these steps to enter your rent proration on the Commercial Settlement Statement (CSS).

In our example the,

- › Rental period = 04/01/18 – 04/30/18
- › Rental amount = \$3000
- › Proration (closing) date = 04/10/18

1. Navigate to the **Statement Charges** screen
 > **Rent Prorations** section (or the section you wish the proration to appear)
2. Click the **Line** number link of the next available line



Statement Charges

Order Status
Buyer:

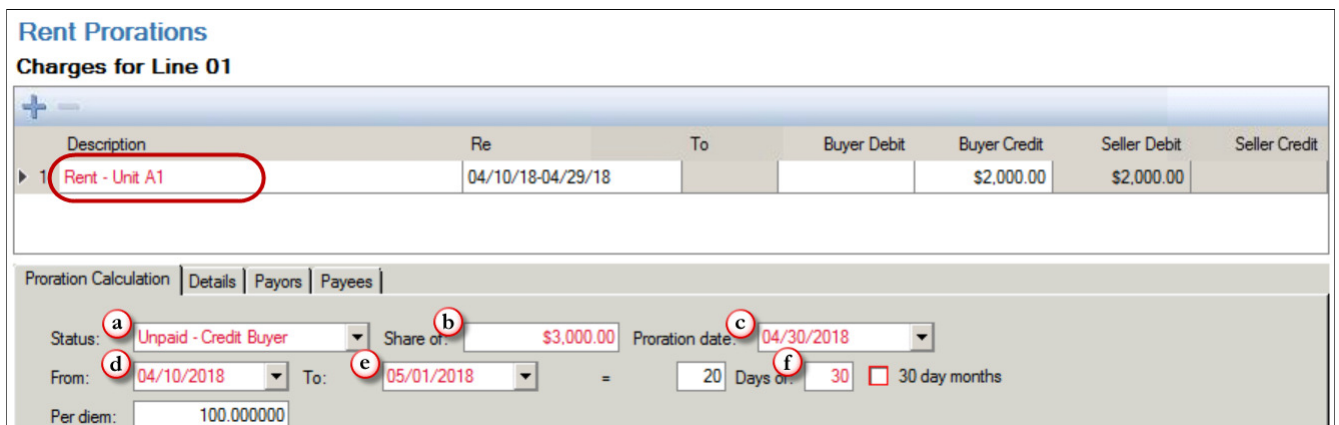
Click here to add a row

Description	Re	To	Name	C/D
01				<input checked="" type="checkbox"/>

Click here to add a row

Scenario One: rental payment received by Seller prior to closing; Buyer to be credited for the period from the closing date to end of the month

1. In the grid, enter a **Description**
2. On the **Proration Calculation** tab, enter or select,
 - a) **Status** = Unpaid – Credit Buyer
 - b) **Share of** = amount to be prorated
 - c) **Proration date** = the last day of the prorated month
 - d) **From** = proration date
 - e) **To** = first day of the following month
 - f) **Days of []** = the number of days in the month to be prorated (in our example, 30 days); press the **Tab** key to auto-populate the **[] Days of** (this is the number of days used in the calculation)



Rent Prorations

Charges for Line 01

Description	Re	To	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit
1 Rent - Unit A1	04/10/18-04/29/18			\$2,000.00	\$2,000.00	

Proration Calculation | Details | Payors | Payees

Status: **Unpaid - Credit Buyer** Share of: **\$3,000.00** Proration date: **04/30/2018**

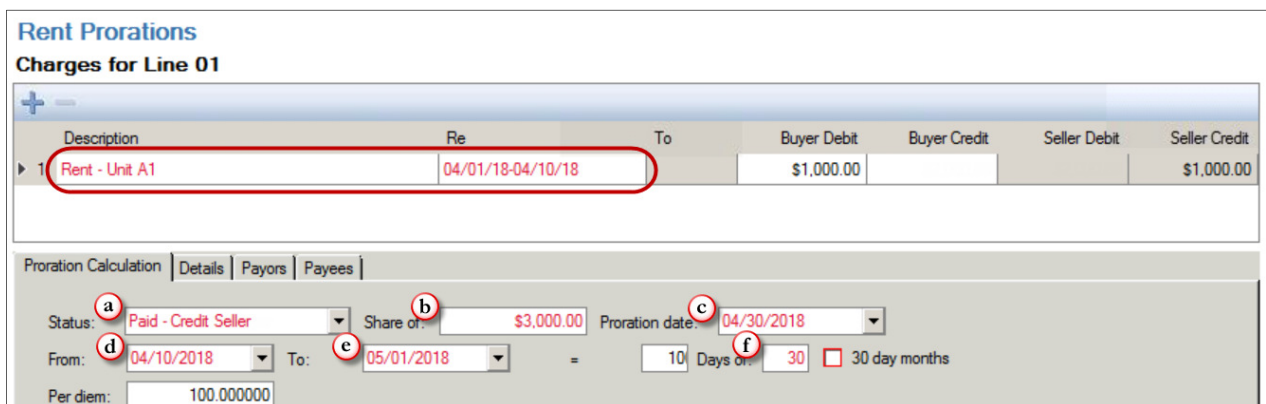
From: **04/10/2018** To: **05/01/2018** = 20 Days of: **30** ☐ 30 day months

Per diem: 100.000000

3. Click the **Close** button

Scenario Two: rental payment not received prior to closing date; Seller to be credited for the period from the first of the month to the closing date


1. In the grid, enter a **Description**
2. In the **RE** field, enter the proration period (in our example, *04/01/18-04/10/18*)
3. On the **Proration Calculation** tab, enter or select,
 - a) **Status** = Paid – Credit Seller
 - b) **Share of** = amount to be prorated
 - c) **Proration date** = the last day of the prorated month
 - d) **From** = proration date
 - e) **To** = first day of the following month
 - f) **Days of []** = the number of days in the month to be prorated (in our example, 30 days); press the **Tab** key to auto-populate the [] **Days of** (this is the number of days used in the calculation)

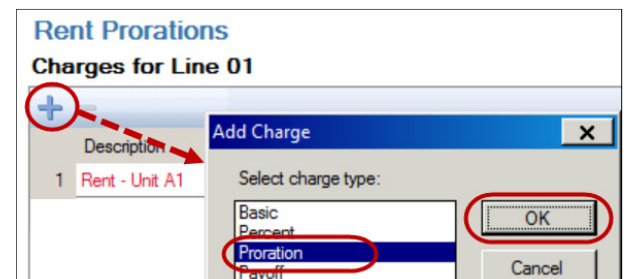


4. Click the **Close** button

Adding Multiple Rent Prorations

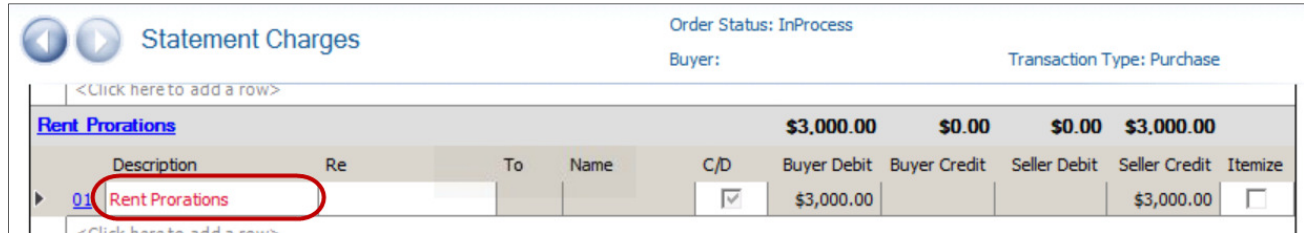
After entering the first entry on the **Charges for Line** window,

1. Click the **Add Charge**  icon
2. From the **Add Charge** window, highlight the **Proration** entry
3. Click **OK**
4. Repeat **Steps 1-4** in **Scenario One** or **Scenario Two**, depending upon who is receiving the credit
5. Repeat until all properties have been entered



	Description	Re	To	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit
1	Rent - Unit A1	04/01/18-04/10/18		\$1,000.00			\$1,000.00
2	Rent - Unit A2	04/01/18-04/10/18		\$2,000.00			\$2,000.00

- Once back on the **Statement Charges** screen, enter the **Description**



Description	Re	To	Name	C/D	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit	Itemize
01 Rent Prorations				<input checked="" type="checkbox"/>	\$3,000.00			\$3,000.00	<input type="checkbox"/>

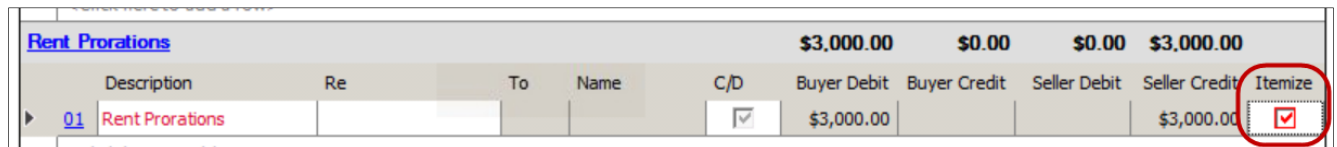
The Settlement Statement shows the total proration amount.



Seller		Buyer	
Debit	Credit	Debit	Credit
	25,000,000.00		25,000,000.00
	3,000.00		3,000.00

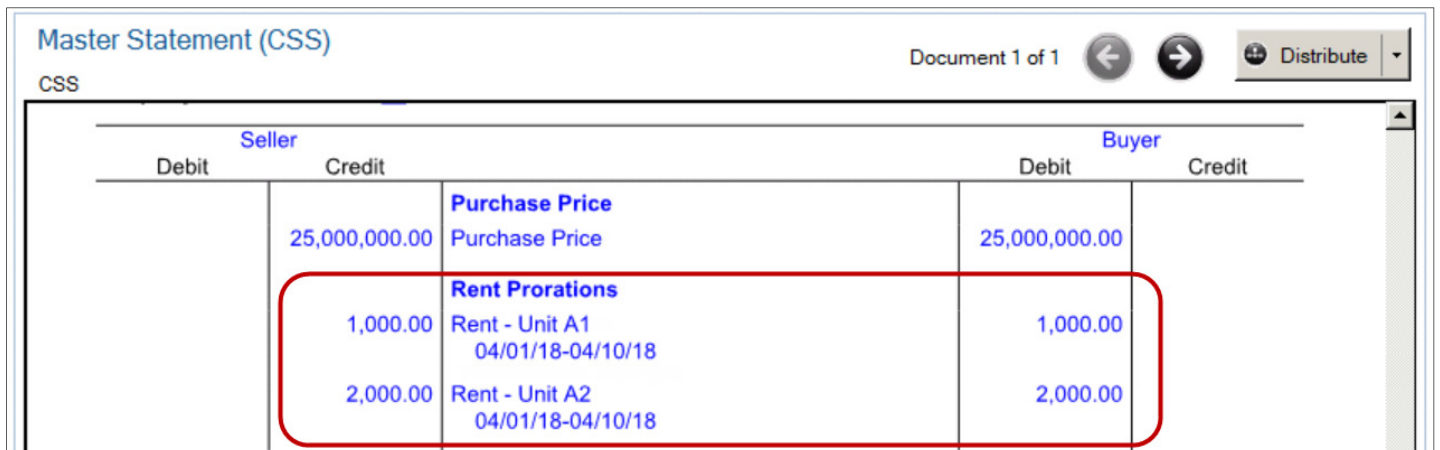
To show the detail on the Settlement Statement,

- On the **Statement Charges** screen, check the **Itemize** check box



Description	Re	To	Name	C/D	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit	Itemize
01 Rent Prorations				<input checked="" type="checkbox"/>	\$3,000.00			\$3,000.00	<input checked="" type="checkbox"/>

The Settlement Statement shows the line detail for each proration.



Seller		Buyer	
Debit	Credit	Debit	Credit
	25,000,000.00		25,000,000.00
	1,000.00		1,000.00
	2,000.00		2,000.00