



"It's been like Christmas. The more familiar we get with [TOPS], the more ways we find to streamline our work and be more efficient. Thanks!"

Sherri Poyer

Enforcing community rules, generating communications and managing maintenance projects become much easier when you use TOPS Professional™. All management functions are completely integrated with the accounting in TOPS Professional™, giving you one labor saving platform for your entire staff to use. Functions like running violation letters or assigning work orders to vendors can be automated, saving you time.

TOPS Professional's™ management features can be accessed in the office, over the web (with our TOPS Professional™ Hosted), or via a smartphone or tablet (with TOPS Go!). This flexibility empowers your managers to work how they want, when they want, all while remaining connected to your office.

Management Features

- Complete Owner Management from one screen
- Work Order management with job costing
- Flexible Violations enforcement with automated workflows
- Ability to pass fines and fees to the homeowner's account
- Vehicle and Visitor tracking
- Phone logging for homeowner and vendor messages
- Smartphone, tablet, and hosted access available
- Track essential images to document records

- ✓ **Violations and Architectural Requests**
TOPS tracks and reminds you of inspections, automatically generates violation letters and handles fines for rules violations.
- ✓ **Work Orders and Service Requests**
Track incoming service requests from residents and turn them into Work Orders, either assigning them to your own maintenance staff, or vendors from your AP vendor list. You can even charge back costs with tax and burden rates!
- ✓ **Community Fact Sheet**
There is so much to remember about each community in your portfolio. From legal policy data to emergency contact info to preferred vendor lists to directions, the Community Fact Sheet can remember it so you don't have to!

To see TOPS Professional's™ management tools in action, and learn how it can help your organization, visit www.topssoft.com and sign up for a free demo!

Contact Us!

(800) 760-9966

www.topssoft.com

