
Rental Trends - INSTRUCTIONS

1. Using File Manager or Windows Explorer, Create a directory in EXCEL called **MPRental**.
2. Copy A:\MPRental to f:\ or C:\MPRental
3. **Sort D'base - By floor plan or by complex** - (this is how you want the query to appear i.e. by complex, number of units, bedroom size, rental rate, square footage, community or sub-market). **IMPORTANT NOTE: IN ORDER TO VIEW FLOOR PLANS, THE PLAN DATABASE MUST BE SORTED BY PROJECT, RENT, SQ. FT. (this is defaulted). If you sort the plan data base in any other than - do not save it as MPRental**
4. **Select use Plan Database in Query or use Development Database in Query - most of the time you will use the Development Database.**
5. **Enter your parameters** for rental rate, square footage, unit and any other pertinent information IN THE POP UP MENUS. (for multiple choices, hold the Ctrl key down while you select your choices). Your Selection will be highlighted in red.
6. Click on Query Data button (each time you change or add criteria, you need to re-query)
7. **Query Results** shows you the most competitive floor plans or complexes for the criteria you selected.
8. **Automatic printing** - for both queries and the graphs-just push the Print Query or Print Graph button.
9. **Associate Report in the Development File** - allows you to product a report on Owner, Property Management Company, Resident Manager, or Developer.
10. **View Complex or View Plan** - allows you to **view the individual floor plan statistics & print the project profile.**
11. **Analysis** - in the Both Files - allows you to create Excel Pivot Tables for queries using *MPRental custom reports* or the Excel Pivot Table using the entire database or your query results. **I.E. Select Community in the first box, rent range in the second, click on "Create Reports".**
12. To do additional queries, in either the plan or development file, it is advisable to click on the clear input button. This clears your old criteria.
13. Experiment, have fun, check out all of the different sort buttons and features. (For information or questions, please call Jamie Ramey, Vice President)