

# City Hall Property Manager

You are responsible for completing Rental Agreements and Rental/Lease Bills for each JA BizTown business. You will also collect the “For Rent” signs from each business. Work with business employees in a friendly, courteous manner. When that is done, you will appraise each business.

## 1. Get iPad From the Cart



Your job requires you to use an iPad today. Go to the iPad cart to pick up **iPad #18**. A teacher will be at the cart if you need assistance. Log into to the JA BizTown simulation on your iPad, **following the login directions on the last page of your manual**.

## 2. Rental Agreements



Your first task will be to use your iPad and complete a Rental Agreement for each business in the BizTown simulation app.

### Rental Agreement iPad Instructions:

- Hold your iPad horizontally.
- Tap on the “**Complete Realty Agreement**” on the left side of the screen.
- From the dropdown menu for Business, select the business you are working on.
- In the box designated “**Date**” use the calendar to select today’s date.
- The box designated “**Address**” has been done and should autofill.
- In the box designated “**Rental Amount**”, enter rental amount. This will be **\$8.00** for each business.
- After the information has been input for the business, tap **SAVE**.
- Complete this process for each business.

## 3. E-Signing of Rental Agreements



After the Rental Agreements have been completed, you will process them in the BizTown simulation app so that the CEO of each business can e-Sign the agreement.

### Rental Agreement CEO E-SIGN Instructions:

- Hold your iPad horizontally.
- Tap on the “**Send to Attorney**” tab on the left side of the screen.
- Proceed to the business you are working on and finish this process in the business.
- Tap “**E-SIGN**” for the first business. This will open the Rental Agreement.
- Fill in the 2 boxes at the bottom of the page with the **Business Name** and **Your Name** as the Rental Agent.
- Tap **SAVE**. Do not exit the document.
- Tap “**E-SIGN**” in the agreement at the bottom of the page. Have the CEO of the business use their finger to sign, and tap **SAVE**.
- Once the CEO has signed the Rental Agreement, you will remove the FOR RENT sign from the front of the business. These should be taken back to City Hall and placed in the small box on the floor next to your desk.

- i. After each CEO has e-Signed the Rental Agreement for their respective business, you will now be able to tap **SEND TO ATTORNEY** on your iPad. This will forward the rental agreements to the District Attorney for approval.

## 4. Billing



You will now e-Bill each business for rent in the BizTown simulation app on your iPad. Follow these instructions:

- a. Hold the iPad horizontally.
- b. Tap on the “**Billing**” tab on the left side of the screen.
- c. Tap **CREATE NEW BILL**.
- d. From the drop-down menu for “**Business**”, select each business, one at a time.
- e. From the drop-down menu for “**Reason**” select “**Rent**”
- f. Tap the “**Amount Due**” box and type in the rental amount, **\$8.00** All businesses will rent their space for the same amount.
- g. From the drop-down menu for “**Message**”, select “**Rental/Lease Bill**”.
- h. Tap **NEXT**
- i. Review the bill and if everything is correct, tap **SEND eBill**. You will see a message that “eBill was sent successfully”. Tap **OK**.
- j. Repeat this for each business and be sure to use your checklist to help keep track of the businesses that you bill.

## 5. Property Appraisals



After the e-Bills have been sent, visit each business to complete the Property Appraisals. Use your **Property Appraisal Checklist** to help keep you organized.

Follow these instructions:

- a. Using the surveyor’s measurement wheel, measure the length and width of each business space. Use the **Property Manager Measurement & Conversion form** to record measurements and then convert the dimensions from feet to inches.
- b. Hold the iPad horizontally.
- c. In the simulation app, tap on the “**Property Appraisal**” tab on the left side of the screen.
- d. Tap **APPRAISAL** for the respective business you are measuring.
- e. On the Appraisal screen page, enter the business dimensions in **inches**. First, enter the length, then enter the width of the business.
- f. After the business information is completed, tap **SAVE**.
- g. After the appraisal is completed and saved, have the business CEO E-Sign the appraisal for approval. Tap **E-SIGN** and the CEO will use their finger to sign. Then tap **SAVE**.
- h. Repeat this process with each business.

## 6. Clean Up

Assist with business clean up at the end of the day.