REALPAGE®
OUTPERFORM

Transform Your Leasing Process.

You spend countless hours and thousands of dollars printing, copying, shipping and storing your lease agreements. OneSite® Document Management helps eliminate the time and money you spend doing all those labor-intensive tasks, which can help save you up to $5,500 per site per year on average. In addition, by leveraging DocuSign®, you'll be providing the convenient electronic signature today's residents have come to expect.

INCREASE STAFF PRODUCTIVITY

Letters, notices and forms can be standardized across your portfolio and stored within the Document Management Forms Library. This ensures you have consistent workflows and your sites are using only approved forms. Document Management provides visibility as to which forms your staff is using by property, allowing you to make sure every property is adhering to your corporate guidelines.

You get 50GB of storage space per site, so you can store all your documents in one place, keeping them easily accessible for auditing purposes. All of this reduces the inefficiencies and expenses associated with manual document handling.

DO BUSINESS YOUR WAY

We provide integrated document management with customizable approval workflows that allow you to use the software in a way that fits your business processes instead of changing your business processes to match those of the software.

Upload and track documents, eliminating the need to print sensitive information when reviewing files. Certifications, renewals and move-ins are routed for approval based on your workflow. Files executed with DocuSign will automatically be stored in OneSite Document Management. Plus, any file executed without DocuSign will automatically be uploaded and stored in OneSite Document Management as well.

KEEP YOUR DOCUMENTS SECURE

All documents are retained in a secure, tamper-free location to protect your data. We undergo regular testing to ensure our platform exceeds the most stringent U.S. and global security standards. When it comes to electronic signature, DocuSign provides the highest level of security assurance—they are ISO 27001-certified and SSAE 16-examined and tested.

GET LEASES SIGNED ANYTIME, ANYWHERE

Now you can email residents their electronic lease packets to sign directly from OneSite Document Management. This gives them the ability to sign anywhere, anytime, on any smart device. Household members can sign leases at the same time, even if they aren't in the same location, which means leases can be completed faster.

You can choose where to place signature, initial and checkbox locations on custom forms, so you can create agreements that fit your business needs. You can also view the workflow and audit trail created for each document signed.

With no transactional fees, you can sign an unlimited number of lease documents, which means you don't have to pay per electronic signature. It's all part of the Document Management solution.

eSIGNATURE FOR AFFORDABLE

OneSite Document Management also includes an Affordable Housing eSignature solution integrated with DocuSign. It's a secure, convenient way to streamline effort, reduce risk and maintain compliance at your Affordable Housing properties. HUD, Rural Development and Low-Income Housing Tax Credit (LIHTC) customers can also take advantage of our out-of-the-box solution, which includes over 100 TICS and dozens of forms and documents pre-tagged for eSignature.

IT'S NOT JUST FOR PROPERTY MANAGEMENT ANYMORE

Our document management offering also includes robust enterprise document and content management systems that are specifically designed with your property management company's needs in mind. You can electronically store, organize, browse, search and securely publish all types of corporate information, including due diligence, financial statements, management agreements, insurance and HR documents.

INTEGRATION LEADS TO SUCCESS

As part of the OneSite core solution, OneSite Document Management isn't just for leasing—it is seamlessly integrated with and provides functionality for the other core products as well. With OneSite Leasing and Rents you have the ability to attach pictures to final account statements, and with OneSite Facilities and Purchasing products you can attach documents to purchase orders, service requests and more.

Paperless processes can dramatically reduce the cost and time associated with printing, filing, storing and shipping documents. Seamlessly integrated into your everyday workflow, paperless processes create agreements customized to fit your business needs and provide residents and prospects the convenience of contactless electronic signatures.