

DGEnterprises Rent Coupon Book Instructions

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Overview

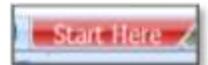
Welcome to the Rent Coupon Book Instructions by DGEnterprises. We hope that you will enjoy using this workbook and find it useful. Please make sure you read the End User License Agreement (EULA) and Legal Contract before beginning to use this workbook. This workbook is written to be used with Microsoft Excel. You must have a valid copy of Microsoft Excel installed on your computer system to utilize this workbook. It is highly recommended you keep a blank copy of this workbook in another location on you computer in case you are in need of it at a later time. You can also find these instructions on our website (www.dg-ep.com)

The Rent Coupon Book will create one year's worth of rent coupons to give to your renters. It has proven to be a useful tool to help renters to remember to pay their rent on time. And since the coupon book calculates out the penalty of paying late, it encourages there timely payments. It is extremely customizable to your particular property and renter. Easy to use and intuitive, it can be quickly adjusted every time you need to use it.

Installation

You only have to do this once and it's really easy. This is a file, and not a program. Just unzip the zipped folder to the location you want to keep the file such as your Desktop or My Documents folder. Then every time you wish to access the file, just double click on it to open it up.

Start Here



Ok. Let's get started. Go ahead and open the file. Click on the Start Here Tab (in newer versions of Excel it will be the color red).

This is the page you fill out that fills in all the other fields in the workbook. This way all you have to do is make adjustments to the fields every time you need to make another workbook.

Fill in the yellow boxes on the left side of the sheet. There are reminder boxes of what each one is on the right side of the sheet.

Amount Due	Property Address	Date Due
Amount Due: \$1,500	Street Address City, State, Zip	January 5, 2018

Month	Message	Cost
January	Have a Wonderful and Happy New Year!	
February	Have you have a Super Valentines Day	
March	May the best of St. Patrick show on you and yours	
April	Have a happy and healthy Spring	
May	May your Memorial Day be Truly Memorable	
June	Have a Terrible Summer!	
July	Happy 4th of July!	
August	Happy Friendship Day (first Sunday in Aug)	
September	Have a Joyous Labor Day	
October	Happy Halloween	
November	Happy Thanksgiving	
December	Wishing you and your family a very Merry Christmas!	

Direct Deposit Info
Direct Deposit Info Line 1 Jan 1, 2015 \$1,500.00
Direct Deposit Info Line 2 Jan 3, 2015 \$1,500.00
Direct Deposit Info Line 3 Jan 4, 2015 \$1,500.00

- **Renters Name goes Here:** Enter the Renters Name
- **Due Date:** Enter the due date for the second rent payment. The renter should have already paid the first month's rent before moving in.
- **Street Address:** Enter the street address of the rental property.
- **City, State, Zip:** Enter the City, State, and Zip of the rental property
- **Amount Due:** Enter the amount of rent due every month when paid on time.
- **Name of Management Agency:** Enter the name of the location you want the rent mailed to.
- **Address of Agency:** Enter the address of the location you want the rent mailed to.
- **City, State, Zip of Agency:** Enter the City, State, and Zip of the location you want the rent mailed to.
- **Direct Deposit:** Enter the information for the renter to directly deposit rent into the account you wish every month. If there is no location for direct deposit, erase these lines.
- **Monthly Notes:** Enter a message or a reminder you would like to tell the renter for each month.
- **Late Fee:** Enter the initial late fee the renter is charged if the rent is late.
- **Daily Late Fee:** Enter the fee the renter is charged for each and every day the renter is late. The first three days of each Total rent charges will be automatically calculated on each rent coupon.

For Printing

Now that all your custom information is filled out, simply go to the For Printing Tab and print out your coupons. As you do, you will notice that each and every field you customized is automatically adjusted and calculated. There are light grey lines around each coupon to act as a cutting guide and very small numbers up in the upper right hand corner to help you sort and staple them together along the left side.

For Printing Cover

Just like the For Printing sheet it is automatically filled out. Just print it out and cut along the small grey guidelines. There is a portion for the front and a portion for the back.