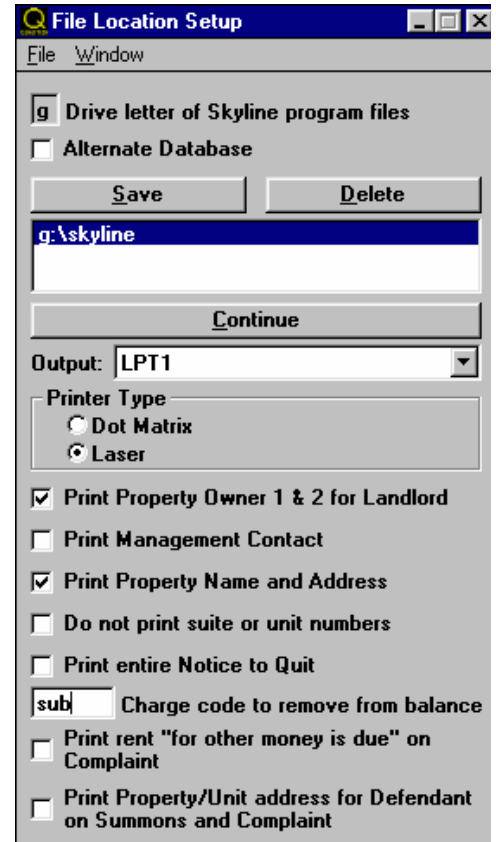# SKYLINE ENHANCEMENT MODULE

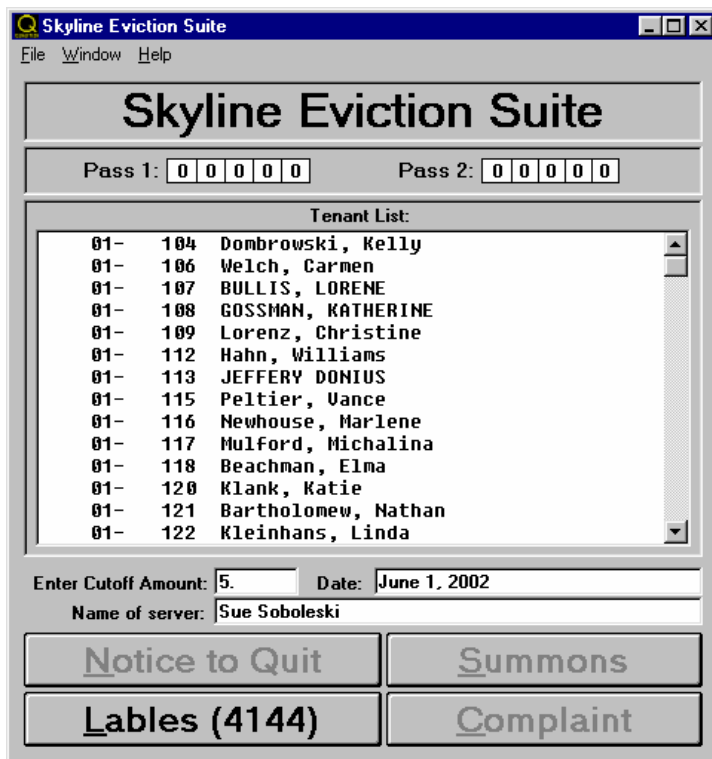**SKYLINE EVICTION SUITE**

SKYLINE EVICTION SUITE / NOTICE TO QUIT

This program is designed to print the legal 7 day Demand For Possession for Michigan Courts. (It can be modified for other States). It fills in the blanks on the preprinted Notice to Quit forms. In addition the user can purchase the ability to print the Summons data and Complaint data on preprinted forms.

When starting the program the user selects the printer type that they will be printing to. (Dot matrix will print one copy to a multi-part form - Laser will print two copies). There are a few configuration options depending what you want to print on the form. _Print Property Owner 1 and 2 for Landlord_: This will print both owners instead of just the 1st owner. _Print Management Contact_: Prints the Management Contact of the Property Information Screen in Skyline on the form under Signature of Premises. _Print Property Name and Address_: This will print the Property Information instead of the Company Information on the address fields of the Owner information. This information will be saved as your default location. You can also eliminate a Charge Code such as subsidies from the amount due. The program has the ability to print the entire notice to plain paper if you would like.

File Location Setup

File   Window

g Drive letter of Skyline program files

☐ Alternate Database

[Save]   [Delete]

g:\skyline

[Continue]

Output: LPT1

Printer Type
○ Dot Matrix
● Laser

☑ Print Property Owner 1 & 2 for Landlord
☐ Print Management Contact
☑ Print Property Name and Address
☐ Do not print suite or unit numbers
☐ Print entire Notice to Quit
[sub] Charge code to remove from balance
☐ Print rent "for other money is due" on Complaint
☐ Print Property/Unit address for Defendant on Summons and Complaint

Skyline Eviction Suite

File   Window   Help

Skyline Eviction Suite

Pass 1: [0 0 0 0 0]   Pass 2: [0 0 0 0 0]

Tenant List:

01-	104	Dombrowski, Kelly
01-	106	Welch, Carmen
01-	107	BULLIS, LORENE
01-	108	GOSSMAN, KATHERINE
01-	109	Lorenz, Christine
01-	112	Hahn, Williams
01-	113	JEFFERY DONIUS
01-	115	Peltier, Vance
01-	116	Newhouse, Marlene
01-	117	Mulford, Michalina
01-	118	Beachman, Elma
01-	120	Klank, Katie
01-	121	Bartholomew, Nathan
01-	122	Kleinhans, Linda

Enter Cutoff Amount: [5.]   Date: [June 1, 2002]
Name of server: [Sue Soboleski]

[Notice to Quit]   [Summons]
[Lables (4144)]   [Complaint]

Next the user selects a group of Tenants or one Tenant. Even multiple selections of Tenants is allowed. Enter the cutoff amount. Any Tenant with a balance at or above this amount will be selected. Enter the date to be printed on the form which serves as the notice date. This date is not relevant to the selection process.

The next step is when the system prompts the user to load the forms and begin printing.

Light Version comes with 7 day notice and lab
Full Version also includes Summons, Complain
Judgment, Writ, Order of Eviction and Dismiss