ACCESS 2013 DATABASE DESIGNED FOR
DAD PROPERTY MANAGEMENT

Introduction
We created a rental management company after our first names, DAD Property Management and wanted an Access database to track all of the company and resident demographics. The database will be utilized by our leasing specialists, property managers, and the owner of the properties to successfully manage the properties all across Texas. The information will be used to screen applicants, prepare marketing strategies, schedule repairs and maintenance, and help with make-ready for the next tenant.

Methodology
In developing the database we talked with a property manager to see what kinds of things she would like in a program. We used a plan sheet that we filled out before we ever started the database. After approval by Dr. Bayless, we had certain requirements we had to meet. We had to use two tables. The first table lists of all the residents and their demographics--it needed to have at least thirty records. The second table has all the properties of the owner, and it must have at least five records. We developed queries, reports and forms in the access database, along with a mail merge from a Word document. One of us worked on the requirements of the Access database while the other two in the group wrote up the descriptions and scenarios in Word along with editing the plan sheet. We had to re-do our plan sheet many times as we worked through the project, but it was a very helpful piece. We also received help from a graphic design student in making our logo.

Theory
The database was prepared as a group project for GBU 440. The goal of the project is to design a functional database that will include information that can be accessed by queries and used to create forms, reports and labels. After the database is created, appropriate forms, queries, reports, and labels are also created. The purpose of each of these is explained in a narrative paragraph that accompanies the printouts from the Access Database.

Results
The database will allow the following information plus much more:

- A Form with all the resident information plus the information on the property in which they live.
- A Query that will tell us what the rent increase will be at renewal.
- A Query to search for residents based on any criteria.
- A Query that will search for residents that have kids and/or pets.
- A Query that will show residents’ marital status and number of kids that live with them.
- A report to show how many kids live at each property
- A report that will produce resident address labels.
- A mail merge that will allow a letter written to pull in the names and address of any or all of the residents. ie: Mom’s Pest Control letters.

“COME LIVE WITH DAD”