

How to create your own Mail Merge Documents/Templates

Shiftsuite can produce a variety of letters and notices within a few clicks of the mouse. Shiftsuite will accept any Word Template file you create; however only specific Merge Fields are allowed.

Your letters need to reference specific fields within Shiftsuite in order to properly produce the figures you are looking for. This document serves as reference for you as to what Merge Fields can be used for each type of notice.

- Find the type of letter/merge you are doing using the below list.
- Use any of the of the available fields for that letter category.
- To insert a merge field, press **CTRL+F9**. Word will insert a merge field in the format {}. Right click on the merge field and selected Edit Field. Under the “Choose a field type”, select Merge Field, and in the “Field Name” textbox, enter the field name from the tables below.
- After the last character of your Document insert (**Next Page**) Page Break under the Layout tab by clicking on (Breaks).
- Save the template as a .dotx file on your Local Machine (i.e. **My Desktop**)
- Upload the word template in System > List Maintenance > Mail merge templates
- If adding a new document, select NEW from the toolbar and enter all the information.
**Remember, if the template is currently saved on your computer or network you must use the drive letter with reference to YOUR machine i.e. C drive on pmcomputer.*
- Confirm they are working by running the respective letter/merge from the menu.

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v.5.0
Date: 12/9/2020

General Letter

Merge field Name	Description	Sample
genDate	Date of Creation	7/23/2010
Title		Mr. Mrs. Dr.
FirstName	Primary Owner First Name	Darryl
MiddleName	Primary Owner Middle Name	D
LastName	Primary Owner Last Name	Deen
Company	Company name of the owner	D-Tech Consulting
AllOwners	Will show first name and last name of all owners	Darryl Deen, Mark Simurda, Angelina Jolie
AllTenants	Will show first name and last name of all tenants	Darryl Deen, Mark Simurda, Angelina Jolie
Unit	Owner unit	101
Address	Primary Owner Address	10 Street
City	Primary Owner Address	Toronto
Province	Primary Owner Address	ON
PostalCode	Primary Owner Address	M1M 1M1
CorpLegalName	Condo Corporation Name	Condominium Corporation No. 1
Country	Country	Canada
SignName	Property Manager Name	Key Demo Manager
SignTitle	Property Manager Title	Property Manager
SignInitial	Property Managers Initials	KDM
DayPhone	Day Phone Number	(416)489-5972
DayPhoneExt	Day Phone Number Extension	38
NightPhone	Night Phone Number	(416)489-5972
NightPhoneExt	Night Phone Number Extension	38
Mobile	Cell Phone Number	(416)489-5972
Fax	Fax Number	(416)850-9807
Email	Email Address	support@shiftsuite.com
Web	Web Address	www.shiftsuite.com
BusinessType	Type of business	I.T. Consulting
LegalUnit	Unit Legal Unit	2
LegalLevel	Unit Legal Level	2
Proportion		
Enterphone	Telephone lobby entry number	125896
AccessCard1	Access Card Number 1	1234-567-89
AccessCard2	Access Card Number 2	1234-567-90
U_ADDRESS	Unit address	366 Adelaide St. E.
U_CITY	Unit City	Toronto
U_PROV_STA	Unit Province/State	Ontario/New York
U_PO_ZIP	Unit Postal Code/Zip Code	M5A 3X9/10108
KEYCompany	The name of the property management company	SHIFT Property Management

CorpName	The corporation legal name	Shiftsuite Condominium Corporation No. 1
CorpAddress	The corporation street address	123 Fake Street
CorpCity	The corporation city	Toronto
CorpEmail	Corporations Email address	tsc5000@rogers.com
CorpProvince	The corporation province	Ontario
CorpPostalCode	The corporation postal code	L1L 1M1
CorpFullAddress	Pre-formatted corporation address	Metro Toronto Condominium Corporation 123 1 Yonge Street Unit 25 Toronto, Ontario M6K 1P1
CorpWeb	Corporations website address	tsc5000.shiftsuite.com
TenantFirstName	Tenant First Name	John
TenantMIName	Tenant Middle Initial	C.
TenantLastName	Tenant Last Name	Doe
TenantTitle	Tenant Title	Mr, Mrs, Miss.
TenantAddress	Tenant Address	1 Young St.
TenantCity	Tenant City	Toronto
TenantProvince	Tenant Province	Ontario
TenantCountry	Tenant Country	Canada
TenantPostalCode	Tenant Postal Code	M6K 1P1
TenantDayPHone	Tenant Day Phone Number	(416)489-5972
TenantDayPHoneExt	Tenant Day Phone Number Extension	38
TenantNightPHone	Tenant Night Phone Number	(416)489-5972
TenantNightPHoneExt	Tenant Night Phone Number Extension	38
TenantMobile	Tenant Cell Phone Number	(416)489-5972
TenantFax	Tenant Fax Number	(416)850-9807
TenantEmail	Tenant Email Address	support@shiftsuite.com
TenantWeb	Tenant Web Address	www.shiftsuite.com
TenantStartDate	Tenant Start Date	3/24/2013
TenantEndDate	Tenant End Date	3/24/2014
TenantCompany	Tenant Company	Shiftsuite
TenantBusinessType	Tenant Business type	I.T.
PMName	Property Manager name	John Smith
PMEMail	Property Manager email	John@shiftsuite.com
PMDayPhone	Property Manager day phone #	(416)489-5972
PMDayPhoneExt	Property Manager day phone # extension	555

PMNightPhone	Property Manager night phone #	(416)489-5972
PMNightPhoneExt	Property Manager night phone # extension	554
PMMobile	Property Manager mobile #	(416)489-5972
PMFax	Property Manager Fax #	(416)489-5972
CorpWeb	Corporation Web Site	www.Corporation.com
CorpEmail	Corporation Email	Corp@Corporation.com
UnitMaintenanceWithoutTaxes	Unit's monthly maintenance amount without taxes	\$435.00
UnitMaintenanceTaxes	Unit's monthly Tax amount on maintenance fee	\$56.55
UnitMaintenanceFee	Unit's total maintenance fee including taxes	\$491.55
ParkingFeeWithoutTaxes	Units Parking Fees without tax	\$45.00
ParkingFeeTaxes	Units tax amount on Parking Fees	\$5.85
ParkingFee	Units monthly Parking Fees including Tax	\$50.85
LockerFeeWithoutTaxes	Units Locker Fees without tax	\$45.00
LockerFeeTaxes	Units tax amount on Locker Fees	\$5.85
LockerFee	Units monthly Locker Fees including Tax	\$50.85
RentalParkingWithoutTaxes	Units Rental Parking Fees without tax	\$25.00
RentalParkingTaxes	Units tax amount on Rental Parking Fees	\$3.25
RentalParkingFee	Units monthly Rental Parking Fees including Tax	\$28.25
RentalLockerWithoutTaxes	Units Rental Locker Fees without tax	\$25.00
RentalLockerTaxes	Units tax amount on Rental Locker Fees	\$3.25
RentalLockerFee	Units monthly Rental Locker Fees including Tax	\$28.25
SpecialAssessmentWithoutTaxes	Unit's monthly Special Assessment fee amount without taxes	\$685.25
SpecialAssessmentTaxes	Unit's monthly Tax amount on Special Assessment fee	\$89.05
SpecialAssessment	Unit's total Special Assessment fee including taxes	\$774.30

RevisedAssessmentWithoutTaxes	Unit's monthly Revised Assessment fee amount without taxes	\$150.00
RevisedAssessmentTaxes	Unit's monthly Tax amount on Revised Assessment fee	\$19.50
RevisedAssessmentFee	Unit's total Revised Assessment fee including taxes	\$169.50
MiscFeeWithoutTax1, MiscFeeTaxWithout2, MiscFeeTaxWithout3, MiscFeeTaxWithout4, MiscFeeTaxWithout5, MiscFeeTaxWithout6	Enters the Units monthly Misc.Fee amounts Without Taxes. Will enter in a maximum of 6 separate Misc. Fees	MiscFee1 - \$26.75 MiscFee2 - \$36.25 MiscFee3 - \$26.78
MiscFeeTax1, MiscFeeTax2, MiscFeeTax3, MiscFeeTax4, MiscFeeTax5, MiscFeeTax6	Units monthly Tax amount on Misc.Fee. Will enter in a maximum of 6 separate Misc. Fees	MiscFee1 - \$3.48 MiscFee2 - \$4.71 MiscFee3 - \$3.48
MiscFee1, MiscFee2, MiscFee3, MiscFee4, MiscFee5, MiscFee6	Enters the Units monthly Misc.Fee amounts including Taxes. Will enter in a maximum of 6 separate Misc. Fees	MiscFee1 - \$30.23 MiscFee2 - \$40.96 MiscFee3 - \$30.26
UnitMgmtFirstName	Enters the first name within the record	Christopher
UnitMgmtLastName	Enters the last name within the record	Deen
UnitMgmtCompanyName	Enters the company name within the record	Shiftsuite
UnitMgmtEmail	Enters the email address within the record	support@shiftsuite.com
UnitMgmtFullAddress	Displays the street, city, province, postal code, and country	Metro Toronto Condominium Corporation 123 1 Yonge Street Unit 25 Toronto, Ontario M6K 1P1

First Notice

Merge field Name	Description	Sample
genDate	Date of Creation	7/23/2010
Title		Ms.
FirstName	Primary Owner First Name	FirstName28
MiddleName	Primary Owner Middle Name	D
LastName	Primary Owner Last Name	LastName28
Company	Company Name of the owner	D-Tech Consulting
AllOwners	Will show first name and last name of all additional owners	Darryl Deen, Mark Simurda, Angelina Jolie
AllTenants	Will show first name and last name of all additional Tenants	Darryl Deen, Mark Simurda, Angelina Jolie
Address	Primary Owner Address	28 Street
City	Primary Owner City	Toronto
Province	Primary Owner Province	ON
PostalCode	Primary Owner Postal Code	M1M 1M1
TotalBalance	Balance Owing	1180.00
Remark		
AdminFee	Administration Fee charged by the Property Management company	50.00
CorpName	Corporation Name	DCC1
CorpLegalName	Full corporation Name	Condominium Corporation No. 1
SignName	Name of writer	Key Demo Manager
SignTitle	Title of writer	Property Manager
SignInitial	Initials of writer	KDM
Unit	Suite Number	406
LegalUnit	Legal Unit Number	6
LegalLevel	Unit Legal Level	4
U_ADDRESS	Unit Address	426 Queen Street E. Suite 406
U_CITY	Unit City	Toronto
U_PROV_STA	Unit Province/State	Ontario/New York
Enterphone	Telephone lobby entry number	1236589
AccessCard1	Access Card Number 1	1234-567-89
AccessCard2	Access Card Number 2	1234-567-90
U_PO_ZIP	Unit Postal Code/Zip Code	M5A 3X9/10108
Country	Country	Canada
DayPhone	Day Phone Number	(416)489-5972
DayPhoneExt	Day Phone Number Extension	38
NightPhone	Night Phone Number	(416)489-5972
NightPhoneExt	Night Phone Number Extension	38
Mobile	Cell Phone Number	(416)489-5972
Fax	Fax Number	(416)850-9807
Email	Email Address	support@shiftsuite.com
Web	Web Address	www.shiftsuite.com

BusinessType		I.T. Consulting
Proportion	Unit Proportion	0.25578%
Region	City	Toronto
CorpName	The corporation legal name	Shiftsuite Condominium Corporation No. 1
CorpAddress	The corporation street address	123 Fake Street
CorpCity	The corporation city	Toronto
CorpProvince	The corporation province	Ontario
CorpPostalCode	The corporation postal code	L1L 1M1
CorpFullAddress	Pre-formatted corporation address Format: Corporation Full Name Address Line 1 Address Line 2 City, Province Postal Code	Metro Toronto Condominium Corporation 123 1 Yonge Street Toronto, Ontario M6K 1P1
TenantFirstName	Tenant First Name	John
TenantMIName	Tenant Middle Initial	C.
TenantLastName	Tenant Last Name	Doe
TenantTitle	Tenant Title	Mr, Mrs, Miss.
TenantAddress	Tenant Address	1 Young St.
TenantCity	Tenant City	Toronto
TenantProvince	Tenant Province	Ontario
TenantCountry	Tenant Country	Canada
TenantPostalCode	Tenant Postal Code	M6K 1P1
TenantDayPHone	Tenant Day Phone Number	(416)489-5972
TenantDayPHoneExt	Tenant Day Phone Number Extension	38
TenantNightPHone	Tenant Night Phone Number	(416)489-5972
TenantNightPHoneExt	Tenant Night Phone Number Extension	38
TenantMobile	Tenant Cell Phone Number	(416)489-5972
TenantFax	Tenant Fax Number	(416)850-9807
TenantEmail	Tenant Email Address	support@shiftsuite.com
TenantWeb	Tenant Web Address	www.shiftsuite.com
TenantStartDate	Tenant Start Date	3/24/2013
TenantEndDate	Tenant End Date	3/24/2014
TenantCompany	Tenant Company	Shiftsuite
TenantBusinessType	Admin Fee	Condo Software
PMName	Property Managers Full Name	Christopher Deen
PMEmail	Property Managers Email address	Christopher.deen@shiftsuite.com
PMDayPhone	PM's daytime phone #	416-489-5972
PMDayPhoneExt	PM's daytime phone extension	28

PMNightPhone	PM's night time phone #	416-555-5555
PMNightPhoneExt	PM's night time phone extension	28
PMMobile	PM's mobile cell #	647-777-7777
PMFax	PM's fax #	905-888-8888
CorpWeb	Corporations Website address	www.shiftsuite.shiftsuite.com
CorpEmail	Corporations Email address	support@shiftsuite.com
TotalMaintenanceFee	Enters the Total Fee's associated to a Unit that are Maintenance related	\$2,195.00
UnitMaintenanceWithoutTaxes	Unit's monthly maintenance amount without taxes	\$435.00
UnitMaintenanceTaxes	Unit's monthly Tax amount on maintenance fee	\$56.55
UnitMaintenanceFee	Unit's total maintenance fee including taxes	\$491.55
ParkingFeeWithoutTaxes	Units Parking Fees without tax	\$45.00
ParkingFeeTaxes	Units tax amount on Parking Fees	\$5.85
ParkingFee	Units monthly Parking Fees including Tax	\$50.85
LockerFeeWithoutTaxes	Units Locker Fees without tax	\$45.00
LockerFeeTaxes	Units tax amount on Locker Fees	\$5.85
LockerFee	Units monthly Locker Fees including Tax	\$50.85
RentalParkingWithoutTaxes	Units Rental Parking Fees without tax	\$25.00
RentalParkingTaxes	Units tax amount on Rental Parking Fees	\$3.25
RentalParkingFee	Units monthly Rental Parking Fees including Tax	\$28.25
RentalLockerWithoutTaxes	Units Rental Locker Fees without tax	\$25.00
RentalLockerTaxes	Units tax amount on Rental Locker Fees	\$3.25
RentalLockerFee	Units monthly Rental Locker Fees including Tax	\$28.25
SpecialAssessmentWithoutTaxes	Unit's monthly Special Assessment fee amount without taxes	\$685.25
SpecialAssessmentTaxes	Unit's monthly Tax amount on Special Assessment fee	\$89.05

SpecialAssessment	Unit's total Special Assessment fee including taxes	\$774.30
RevisedAssessmentWithoutTaxes	Unit's monthly Revised Assessment fee amount without taxes	\$150.00
RevisedAssessmentTaxes	Unit's monthly Tax amount on Revised Assessment fee	\$19.50
RevisedAssessmentFee	Unit's total Revised Assessment fee including taxes	\$169.50
MiscFeeWithoutTax1, MiscFeeTaxWithout2, MiscFeeTaxWithout3, MiscFeeTaxWithout4, MiscFeeTaxWithout5, MiscFeeTaxWithout6	Enters the Units monthly Misc.Fee amounts Without Taxes. Will enter in a maximum of 6 separate Misc. Fees	MiscFee1 - \$26.75 MiscFee2 - \$36.25 MiscFee3 - \$26.78
MiscFeeTax1, MiscFeeTax2, MiscFeeTax3, MiscFeeTax4, MiscFeeTax5, MiscFeeTax6	Units monthly Tax amount on Misc.Fee. Will enter in a maximum of 6 separate Misc. Fees	MiscFee1 - \$3.48 MiscFee2 - \$4.71 MiscFee3 - \$3.48
MiscFee1, MiscFee2, MiscFee3, MiscFee4, MiscFee5, MiscFee6	Enters the Units monthly Misc.Fee amounts including Taxes. Will enter in a maximum of 6 separate Misc. Fees	MiscFee1 - \$30.23 MiscFee2 - \$40.96 MiscFee3 - \$30.26

Second Notice

Merge field Name	Description	Sample
genDate	Date of Creation	7/26/2010
RowIDN		2010010610092800022
subRowIDN		2010010610092800021
Title		Mr.
FirstName	Primary Owner First Name	Anna
MiddleName	Primary Owner Middle Name	D
LastName	Primary Owner last name	Smith
Company	Company name of the owner	D-Tech Consulting
AllOwners	Will show first name and last name of all additional owners	Darryl Deen, Mark Simurda, Angelina Jolie
AllTenants	Will show first name and last name of all additional owners	Darryl Deen, Mark Simurda, Angelina Jolie
Address	Primary Owner Address	1 King Street
City	Primary Owner City	Toronto
Province	Primary Owner Province	ON
PostalCode	Primary Owner Postal Code	M1M 1M1
Country	Country	Canada
DayPhone	Day Phone Number	(416)489-5972
DayPhoneExt	Day Phone Number Extension	38
NightPhone	Night Phone Number	(416)489-5972
NightPhoneExt	Night Phone Number Extension	38
Mobile	Cell Phone Number	(416)489-5972
Fax	Fax Phone Number	(416)850-9807
Email	Email Address	support@shiftsuite.com
Web	Web Address	www.shiftsuite.com
BusinessType		I.T. Consulting
Proportion		
TotalBalance	Maintenance fee balance	1096.25
Remark		
AdminFee	Administration Fee charged by the Property Management company	50.00
CorpName	Corporation short name	MTCC123
CorpLegalName	Corporation legal name	Metro Toronto Condominium Corporation 123
SignName	Property Manager Name	Key Demo Manager
SignTitle	Property Manager Title	Property Manager
SignInitial	Property Manager Initials	KDM
Unit	Suite Number	A01
LegalUnit	Legal Unit	1
LegalLevel	Legal level	1

U_ADDRESS	Unit Address	426 Queen Street E. Suite A01
U_CITY	Unit City	Toronto
U_PROV_STA	Unit Province/State	Ontario/New York
U_PO_ZIP	Unit Postal Code/Zip Code	M5A 3X9/10108
Enterphone	Telephone lobby entry number	1234589
AccessCard1	Access Card Number 1	1234-567-89
AccessCard2	Access Card Number 2	1234-567-90
TotalBalance		
Region	City	Toronto
KEY Company		
CorpName	The corporation legal name	Shiftsuite Condominium Corporation No. 1
CorpAddress	The corporation street address	123 Fake Street
CorpCity	The corporation city	Toronto
CorpProvince	The corporation province	Ontario
CorpPostalCode	The corporation postal code	L1L 1M1
CorpFullAddress	Pre-formatted corporation address Format: Corporation Full Name Address Line 1 Address Line 2	Metro Toronto Condominium Corporation 123 1 Yonge Street Toronto, Ontario M6K 1P1
TenantFirstName	Tenant First Name	John
TenantMIName	Tenant Middle Initial	C.
TenantLastName	Tenant Last Name	Doe
TenantTitle	Tenant Title	Mr, Mrs, Miss.
TenantAddress	Tenant Address	1 Young St.
TenantCity	Tenant City	Toronto
TenantProvince	Tenant Province	Ontario
TenantCountry	Tenant Country	Canada
TenantPostalCode	Tenant Postal Code	M6K 1P1
TenantDayPhone	Tenant Day Phone Number	(416)489-5972
TenantDayPhoneExt	Tenant Day Phone Number Extension	38
TenantNightPhone	Tenant Night Phone Number	(416)489-5972
TenantNightPhoneExt	Tenant Night Phone Number Extension	38
TenantMobile	Tenant Cell Phone Number	(416)489-5972
TenantFax	Tenant Fax Number	(416)850-9807
TenantEmail	Tenant Email Address	support@shiftsuite.com
TenantWeb	Tenant Web Address	www.shiftsuite.com
TenantStartDate	Tenant Start Date	3/24/2013
TenantEndDate	Tenant End Date	3/24/2014
TenantCompany	Tenant Company	Shiftsuite
TenantBusinessType	Tenant Business type	I.T.

AdminFee	Admin Fee	
TotalMaintenanceFee	Enters the Total Fee's associated to a Unit that are Maintenance related	\$2,195.00
UnitMaintenanceWithoutTaxes	Unit's monthly maintenance amount without taxes	\$435.00
UnitMaintenanceTaxes	Unit's monthly Tax amount on maintenance fee	\$56.55
UnitMaintenanceFee	Unit's total maintenance fee including taxes	\$491.55
ParkingFeeWithoutTaxes	Units Parking Fees without tax	\$45.00
ParkingFeeTaxes	Units tax amount on Parking Fees	\$5.85
ParkingFee	Units monthly Parking Fees including Tax	\$50.85
LockerFeeWithoutTaxes	Units Locker Fees without tax	\$45.00
LockerFeeTaxes	Units tax amount on Locker Fees	\$5.85
LockerFee	Units monthly Locker Fees including Tax	\$50.85
RentalParkingWithoutTaxes	Units Rental Parking Fees without tax	\$25.00
RentalParkingTaxes	Units tax amount on Rental Parking Fees	\$3.25
RentalParkingFee	Units monthly Rental Parking Fees including Tax	\$28.25
RentalLockerWithoutTaxes	Units Rental Locker Fees without tax	\$25.00
RentalLockerTaxes	Units tax amount on Rental Locker Fees	\$3.25
RentalLockerFee	Units monthly Rental Locker Fees including Tax	\$28.25
SpecialAssessmentWithoutTaxes	Unit's monthly Special Assessment fee amount without taxes	\$685.25
SpecialAssessmentTaxes	Unit's monthly Tax amount on Special Assessment fee	\$89.05
SpecialAssessment	Unit's total Special Assessment fee including taxes	\$774.30
RevisedAssessmentWithoutTaxes	Unit's monthly Revised Assessment fee amount without taxes	\$150.00
RevisedAssessmentTaxes	Unit's monthly Tax amount on Revised Assessment fee	\$19.50

RevisedAssessmentFee	Unit's total Revised Assessment fee including taxes	\$169.50
MiscFeeWithoutTax1, MiscFeeTaxWithout2, MiscFeeTaxWithout3, MiscFeeTaxWithout4, MiscFeeTaxWithout5, MiscFeeTaxWithout6	Enters the Units monthly Misc.Fee amounts Without Taxes. Will enter in a maximum of 6 separate Misc. Fees	MiscFee1 - \$26.75 MiscFee2 - \$36.25 MiscFee3 - \$26.78
MiscFeeTax1, MiscFeeTax2, MiscFeeTax3, MiscFeeTax4, MiscFeeTax5, MiscFeeTax6	Units monthly Tax amount on Misc.Fee. Will enter in a maximum of 6 separate Misc. Fees	MiscFee1 - \$3.48 MiscFee2 - \$4.71 MiscFee3 - \$3.48
MiscFee1, MiscFee2, MiscFee3, MiscFee4, MiscFee5, MiscFee6	Enters the Units monthly Misc.Fee amounts including Taxes. Will enter in a maximum of 6 separate Misc. Fees	MiscFee1 - \$30.23 MiscFee2 - \$40.96 MiscFee3 - \$30.26

Collection Notice

Merge field Name	Description	Sample
genDate	Date of Creation	7/23/2010
Title		Ms.
FirstName	Primary Owner First Name	Darryl
MiddleName	Primary Owner Middle Name	D
LastName	Primary Owner Last Name	Deen
Company	Company Name of the owner	D-Tech Consulting
AllOwners	Will show first name and last name of all additional owners	Darryl Deen, Mark Simurda, Angelina Jolie
AllTenants	Will show first name and last name of all additional tenants	Darryl Deen, Mark Simurda, Angelina Jolie
DayPhone	Day Phone Number	(416)489-5972
DayPhoneExt	Day Phone Number Extension	38
NightPhone	Night Phone Number	(416)489-5972
NightPhoneExt	Night Phone Number Extension	38
Mobile	Cell Phone Number	(416)489-5972
Fax	Fax Number	(416)850-9807
Email	Email Address	support@shiftsuite.com
Web	Web Address	www.shiftsuite.com
BusinessType	Type of business	Condo Software provider
Proportion		
Enterphone		
AccessCard1	Access Card Number 1	1234-567-89
AccessCard2	Access Card Number 2	1234-567-90
Address	Primary Owner Address	28 Street
City	Primary Owner City	Toronto
Province	Primary Owner Province	ON
PostalCode	Primary Owner Postal Code	M1M 1M1
TotalBalance	Balance Owing	1180.00
Remark		
CorpName	Corporation Name	DCC1
CorpLegalName	Full corporation Name	Condominium Corporation No. 1
SignName	Name of writer	Key Demo Manager
SignTitle	Title of writer	Property Manager
SignInitial	Initials of writer	KDM
Unit	Suite Number	406
LegalUnit	Legal Unit Number	6
LegalLevel	Unit Legal Level	4
U_CITY	Unit City	Toronto
U_PROV_STA	Unit Province/State	Ontario/New York
U_PO_ZIP	Unit Postal Code/Zip Code	M5A 3X9/10108
U_ADDRESS	Unit Address	426 Queen Street E. Suite 406
Region	City	Toronto

CorpName	The corporation legal name	Shiftsuite Condominium Corporation No. 1
CorpAddress	The corporation street address	123 Fake Street
CorpCity	The corporation city	Toronto
CorpProvince	The corporation province	Ontario
CorpPostalCode	The corporation postal code	L1L 1M1
Country		
CorpFullAddress	Pre-formatted corporation address Format: Corporation Full Name Address Line 1 Address Line 2 City, Province Postal Code	Metro Toronto Condominium Corporation 123 1 Yonge Street Toronto, Ontario M6K 1P1
TenantFirstName	Tenant First Name	John
TenantMIName	Tenant Middle Initial	C.
TenantLastName	Tenant Last Name	Doe
TenantTitle	Tenant Title	Mr, Mrs, Miss.
TenantAddress	Tenant Address	1 Young St.
TenantCity	Tenant City	Toronto
TenantProvince	Tenant Province	Ontario
TenantCountry	Tenant Country	Canada
TenantPostalCode	Tenant Postal Code	M6K 1P1
TenantDayPHone	Tenant Day Phone Number	(416)489-5972
TenantDayPHoneExt	Tenant Day Phone Number Extension	38
TenantNightPHone	Tenant Night Phone Number	(416)489-5972
TenantNightPHoneExt	Tenant Night Phone Number Extension	38
TenantMobile	Tenant Cell Phone Number	(416)489-5972
TenantFax	Tenant Fax Number	(416)850-9807
TenantEmail	Tenant Email Address	support@shiftsuite.com
TenantWeb	Tenant Web Address	www.shiftsuite.com
TenantStartDate	Tenant Start Date	3/24/2013
TenantEndDate	Tenant End Date	3/24/2014
TenantCompany	Tenant Company	Shiftsuite
TotalMaintenanceFee	Enters the Total Fee's associated to a Unit that are Maintenance related	\$2,195.00
UnitMaintenanceWithoutTaxes	Unit's monthly maintenance amount without taxes	\$435.00
UnitMaintenanceTaxes	Unit's monthly Tax amount on maintenance fee	\$56.55
UnitMaintenanceFee	Unit's total maintenance fee including taxes	\$491.55

ParkingFeeWithoutTaxes	Units Parking Fees without tax	\$45.00
ParkingFeeTaxes	Units tax amount on Parking Fees	\$5.85
ParkingFee	Units monthly Parking Fees including Tax	\$50.85
LockerFeeWithoutTaxes	Units Locker Fees without tax	\$45.00
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RentalParkingWithoutTaxes	Units Rental Parking Fees without tax	\$25.00
RentalParkingTaxes	Units tax amount on Rental Parking Fees	\$3.25
RentalParkingFee	Units monthly Rental Parking Fees including Tax	\$28.25
RentalLockerWithoutTaxes	Units Rental Locker Fees without tax	\$25.00
RentalLockerTaxes	Units tax amount on Rental Locker Fees	\$3.25
RentalLockerFee	Units monthly Rental Locker Fees including Tax	\$28.25
SpecialAssessmentWithoutTaxes	Unit's monthly Special Assessment fee amount without taxes	\$685.25
SpecialAssessmentTaxes	Unit's monthly Tax amount on Special Assessment fee	\$89.05
SpecialAssessment	Unit's total Special Assessment fee including taxes	\$774.30
RevisedAssessmentWithoutTaxes	Unit's monthly Revised Assessment fee amount without taxes	\$150.00
RevisedAssessmentTaxes	Unit's monthly Tax amount on Revised Assessment fee	\$19.50
RevisedAssessmentFee	Unit's total Revised Assessment fee including taxes	\$169.50
MiscFeeWithoutTax1, MiscFeeTaxWithout2, MiscFeeTaxWithout3, MiscFeeTaxWithout4, MiscFeeTaxWithout5, MiscFeeTaxWithout6	Enters the Units monthly Misc.Fee amounts Without Taxes. Will enter in a maximum of 6 separate Misc. Fees	MiscFee1 - \$26.75 MiscFee2 - \$36.25 MiscFee3 - \$26.78
MiscFeeTax1, MiscFeeTax2, MiscFeeTax3, MiscFeeTax4, MiscFeeTax5, MiscFeeTax6	Units monthly Tax amount on Misc.Fee. Will enter in a maximum of 6 separate Misc. Fees	MiscFee1 - \$3.48 MiscFee2 - \$4.71 MiscFee3 - \$3.48

MiscFee1, MiscFee2, MiscFee3, MiscFee4, MiscFee5, MiscFee6	Enters the Units monthly Misc.Fee amounts including Taxes. Will enter in a maximum of 6 separate Misc. Fees	MiscFee1 - \$30.23 MiscFee2 - \$40.96 MiscFee3 - \$30.26
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Lien (Form 14)

Merge field Name	Description	Sample
genDate	Date of Creation	7/26/2010
dueDate		7/31/2010
Title		Mr.
FirstName	Primary Owner First Name	Darryl
MiddleName	Primary Owner Middle Name	D
LastName	Primary Owner last name	Deen
Company	Company name of the owner	D-Tech Consulting
Address	Primary Owner Address	2 Street
City	Primary Owner City	Toronto
Province	Primary Owner Province	ON
PostalCode	Primary Owner Postal Code	M1M 1M1
MaintBalance	Maintenance fee balance	1927.00
Remark		
CorpName	Corporation short name	DCC1
CorpLegalName	Corporation legal name	Condominium Corporation No. 1
Unit	Suite Number	A02
LegalUnit	Legal Unit	2
LegalLevel	Legal Level	A
U_ADDRESS	Unit Address	426 Queen Street E. Suite A02
Region	City	Toronto
LienAmount	Amount of Lien	2027.00
LienCost	Lien Cost	100.00
TotalLienAmount	Amount of Lien + Lien Cost	2127.00
AdminFee	Administration Fee charged by the Property Management company	50.00
SignName	Property Manager Name	Key Demo Manager
SignTitle	Property Manager Title	Property Manager
SignInitial	Property Manager Initials	KDM
CorpName	The corporation legal name	Shiftsuite Condominium Corporation No. 1
CorpAddress	The corporation street address	123 Fake Street
CorpCity	The corporation city	Toronto
CorpProvince	The corporation province	Ontario
CorpPostalCode	The corporation postal code	L1L 1M1
CorpFullAddress	Pre-formatted corporation address Format: Corporation Full Name Address Line 1 Address Line 2 City, Province Postal Code	Metro Toronto Condominium Corporation 123 1 Yonge Street Toronto, Ontario M6K 1P1

TotalMaintenanceFee	Enters the Total Fee's associated to a Unit that are Maintenance related	\$2,195.00
UnitMaintenanceWithoutTaxes	Unit's monthly maintenance amount without taxes	\$435.00
UnitMaintenanceTaxes	Unit's monthly Tax amount on maintenance fee	\$56.55
UnitMaintenanceFee	Unit's total maintenance fee including taxes	\$491.55
ParkingFeeWithoutTaxes	Units Parking Fees without tax	\$45.00
ParkingFeeTaxes	Units tax amount on Parking Fees	\$5.85
ParkingFee	Units monthly Parking Fees including Tax	\$50.85
LockerFeeWithoutTaxes	Units Locker Fees without tax	\$45.00
LockerFeeTaxes	Units tax amount on Locker Fees	\$5.85
LockerFee	Units monthly Locker Fees including Tax	\$50.85
RentalParkingWithoutTaxes	Units Rental Parking Fees without tax	\$25.00
RentalParkingTaxes	Units tax amount on Rental Parking Fees	\$3.25
RentalParkingFee	Units monthly Rental Parking Fees including Tax	\$28.25
RentalLockerWithoutTaxes	Units Rental Locker Fees without tax	\$25.00
RentalLockerTaxes	Units tax amount on Rental Locker Fees	\$3.25
RentalLockerFee	Units monthly Rental Locker Fees including Tax	\$28.25
SpecialAssessmentWithoutTaxes	Unit's monthly Special Assessment fee amount without taxes	\$685.25
SpecialAssessmentTaxes	Unit's monthly Tax amount on Special Assessment fee	\$89.05
SpecialAssessment	Unit's total Special Assessment fee including taxes	\$774.30
RevisedAssessmentWithoutTaxes	Unit's monthly Revised Assessment fee amount without taxes	\$150.00
RevisedAssessmentTaxes	Unit's monthly Tax amount on Revised Assessment fee	\$19.50
RevisedAssessmentFee	Unit's total Revised Assessment fee including taxes	\$169.50

MiscFeeWithoutTax1, MiscFeeTaxWithout2, MiscFeeTaxWithout3, MiscFeeTaxWithout4, MiscFeeTaxWithout5, MiscFeeTaxWithout6	Enters the Units monthly Misc.Fee amounts Without Taxes. Will enter in a maximum of 6 separate Misc. Fees	MiscFee1 - \$26.75 MiscFee2 - \$36.25 MiscFee3 - \$26.78
MiscFeeTax1, MiscFeeTax2, MiscFeeTax3, MiscFeeTax4, MiscFeeTax5, MiscFeeTax6	Units monthly Tax amount on Misc.Fee. Will enter in a maximum of 6 separate Misc. Fees	MiscFee1 - \$3.48 MiscFee2 - \$4.71 MiscFee3 - \$3.48
MiscFee1, MiscFee2, MiscFee3, MiscFee4, MiscFee5, MiscFee6	Enters the Units monthly Misc.Fee amounts including Taxes. Will enter in a maximum of 6 separate Misc. Fees	MiscFee1 - \$30.23 MiscFee2 - \$40.96 MiscFee3 - \$30.26

Cheques

Merge Field Name	Description	Example
ChequeDate	The date the cheque was printed. Format (will probably need to put into a table): MMddyyyy MMDDYY	06152010
UnformattedChequeDate	The date the cheque was printed. Format will be spaced as required depending on your cheque requirements	06 15 2013 OR 06-15-2013 and other variations
VoucherDate	The date the cheque was printed. Format: m/dd/yyyy	06/15/2010
AmountValue	The dollar amount (numeric with comma separators).	5550.00
ToName	First and last name of payee. For Bills, use the "Print on Cheque as" field. If that's blank, then use "Vendor Name".	Easy Electricians
NameAndAddress	The name and address of the payee (with line breaks). For Bills, use the "Print on Cheque as" field. If that's blank, then use "Vendor Name". Format: [First Name] [Last Name] or for Bills use [Print on Cheque As OR Vendor Name] [Address Line 1] [Address Line 2] [City], [Province/State], [Postal/Zip Code]	Easy Electricians 366 Adelaide Street East, Suite 345 Toronto, ON M5A 3X9
AccountName	The Bank Account being credited.	Operating Bank
MemoText	The memo from the Bill truncated to 50 characters max. If there are multiple Bills for this cheque, then leave blank.	
ChequeDetails	The details of the cheque (Date, Reference, Type, Original Amt, Balance Due, Payment). Will need to be in a table with width set to 100%.	
LegalName	The corporation legal name	Shiftsuite Condominium Corporation No. 1
CorpAddress	The corporation street address	123 Fake Street
CorpCity	The corporation city	Toronto
CorpProvince	The corporation province	Ontario

CorpPostalCode	The corporation postal code	L1L 1M1
CorpFullAddress	For cheques that don't have the corporation address pre-printed. Format: Corporation Full Name Address Line 1 Address Line 2 City, Province Postal Code	Metro Toronto Condominium Corporation 123 1 Yonge Street Toronto, Ontario M6K 1P1
ChequeNo	For cheques that don't have the cheque number pre-printed.	72
BankName	The name of the bank that the account belongs to	Canadian Imperial Bank Of Commerce
BankAddress	The street address of the bank	123 Fake Street
BankCity	The city of the bank	Toronto
BankProvince	The province of the bank	Ontario
BankCountry	The country of the bank	Canada
BankPostalCode	The postal code of the bank	M1M 1M1
BankFullAddress	The full format mailing address of the bank of the account.	Canadian Imperial Bank of Commerce 123 Fake Street Toronto, Ontario M1M 1M1
CompanyName	The name of the property management company using KEY. Defined in the Company Details form	D-Tech Consulting Property Management
CompanyAddress	The address of the property management company using KEY. Defined in the Company Details form	357 Somewhere Drive.
CompanyCity	The city of the property management company using KEY. Defined in the Company Details form	Toronto
CompanyProvince	The province of the property management company using KEY. Defined in the Company Details form	Ontario
CompanyCountry	The country of the property management company using KEY. Defined in the Company Details form	Canada
CompanyPostalCode	The postal code of the property management company using KEY. Defined in the Company Details form	L1L 1L1
MICR3	For cheques that don't have the all bank info pre-printed in MICR format.	C000456C A44444D444 12341234C

Special Assessments

Merge field Name	Description	Sample
genDate	Date of Creation	7/23/2011
Unit		101
Title		Ms.
FirstName	Primary Owner First Name	Anne
MiddleName	Primary Owner Middle Name	D
LastName	Primary Owner Last Name	Simpson
Address	Primary Owner Address	28 Street
City	Primary Owner City	Toronto
Province	Primary Owner Province	ON
PostalCode	Primary Owner Postal Code	M1M1M1
TotalBalance		1180.00
Remark		
TotalSpecialAssessment	Total amount of the special assessment this owner has to pay	\$30,000.00
MaintenanceFee	Monthly amount of the special assessment the owner will have to pay	\$300.00
CorpName	The corporation legal name	Shiftsuite Condominium Corporation No. 1
CorpAddress	The corporation street address	123 Fake Street
CorpCity	The corporation city	Toronto
CorpProvince	The corporation province	Ontario
CorpPostalCode	The corporation postal code	L1L 1M1
CorpFullAddress	Pre-formatted corporation address Format: Corporation Full Name Address Line 1 Address Line 2 City, Province Postal Code	Metro Toronto Condominium Corporation 123 1 Yonge Street Toronto, Ontario M6K 1P1
TotalMaintenanceFee	Enters the Total Fee's associated to a Unit that are Maintenance related	\$2,195.00
ParkingFee	Enters the Units total monthly Parking Fees	\$45.00
LockerFee	Enters the Units total monthly Locker Fees	\$45.00
RentalParkingFee	Enters the Units total monthly Rental Parking Fees	\$25.00
RentalLockerFee	Enters the Units total monthly Rental Locker Fees	\$25.00
SpecialAssessmentFee	Enters the Units monthly Special Assessment Fee	\$685.25

RevisedAssessmentFee	Enters the Units monthly Revised Assessment Fee	\$175.67
MiscFee1, MiscFee2, MiscFee3, MiscFee3, MiscFee4, MiscFee5	Enters the Units monthly Misc.Fee amounts. Will enter in a maximum of 5 separate Misc. Fees	MiscFee1 - \$26.75 MiscFee2 - \$36.25 MiscFee3 - \$26.78

Director Labels

Merge field Name	Description	Sample
Unit	Suite Number	104
Title		Ms.
FirstName	Primary Owner First Name	Darryl
MiddleName	Primary Owner Middle Name	D
LastName	Primary Owner last name	Deen
Address1	Primary Owner Address	6 Street
Position	Director/Council member's position	President, Treasurer, Council Member
City	Primary Owner City	Toronto
Province	Primary Owner Province	ON
PostalCode	Primary Owner Postal Code	M1M 1M1
Address2	Unit Address (includes Re :)	RE: 426 Queen Street E. Suit
CorpName	The corporation legal name	Shiftsuite Condominium Corporation No. 1
CorpAddress	The corporation street address	123 Fake Street
CorpCity	The corporation city	Toronto
CorpProvince	The corporation province	Ontario
CorpPostalCode	The corporation postal code	L1L 1M1
CorpFullAddress	Pre-formatted corporation address Format: Corporation Full Name Address Line 1 Address Line 2 City, Province Postal Code	Metro Toronto Condominium Corporation 123 1 Yonge Street Toronto, Ontario M6K 1P1

Unit Labels

Merge field Name	Description	Sample
Unit	Suite Number	A02
Title		Mr.
FirstName	Primary Owner First Name	Darryl
MiddleName	Primary Owner Middle Name	D
LastName	Primary Owner last name	Deen
Company	Company name of the owner	D-Tech Consulting
AllOwners	first name and last name of all additional owners	Darryl Deen, Mark Simurda, Angelina Jolie
AllTenants	first name and last name of all additional Tenants	
Address1	Owner or Tenant Address	2 Street
Address2	Owner or Tenant Unit Address (includes Re :)	RE: 426 Queen Street E. Suite A02
City	Owner or Tenant City	Toronto
Province	Owner or Tenant Province	ON
PostalCode	Owner or Tenant Postal Code	M1M 1M1
Country	Owner or Tenant Country	Canada
DayPhone	Day Phone Number	(416)489-5972
DayPhoneExt	Day Phone Number Extension	38
NightPhone	Night Phone Number	(416)489-5972
NightPhoneExt	Night Phone Number Extension	38
Mobile	Cell Phone Number	(416)489-5972
Fax	Fax Number	(416)850-9807
Email	Email Address	support@shiftsuite.com
Web	Web Address	www.shiftsuite.com
BusinessType	Type of business	I.T. Consulting
LegalUnit	Unit Legal Unit	2
LegalLevel	Unit Legal Level	2
Enterphone		
AccessCard1	Access Card Number 1	1234-567-89
AccessCard2	Access Card Number 2	1234-567-90
CorpName	The corporation legal name	Shiftsuite Condominium Corporation No. 1
CorpAddress	The corporation street address	123 Fake Street
CorpCity	The corporation city	Toronto
CorpProvince	The corporation province	Ontario
CorpPostalCode	The corporation postal code	L1L 1M1
CorpFullAddress	Pre-formatted corporation address Format: Corporation Full Name Address Line 1 Address Line 2 City, Province Postal Code	Metro Toronto Condominium Corporation 123 1 Yonge Street Toronto, Ontario M6K 1P1

Mortgagee Labels

Merge field Name	Description	Sample
Title		Mr.
FirstName	Mortgagee First Name	Darryl
MiddleName	Mortgagee Middle Name	D
LastName	Mortgagee last name	Deen
Address1	Mortgagee Address	2 Street
City	Mortgagee City	Toronto
Province	Mortgagee Province	ON
PostalCode	Mortgagee Postal Code	M1M 1M1
Address2	Unit Address (includes Re :)	RE: 426 Queen Street E. Suite A02
CorpName	The corporation legal name	Shiftsuite Condominium Corporation No. 1
CorpAddress	The corporation street address	123 Fake Street
CorpCity	The corporation city	Toronto
CorpProvince	The corporation province	Ontario
CorpPostalCode	The corporation postal code	L1L 1M1
CorpFullAddress	Pre-formatted corporation address Format: Corporation Full Name Address Line 1 Address Line 2 City, Province Postal Code	Metro Toronto Condominium Corporation 123 1 Yonge Street Toronto, Ontario M6K 1P1

Budget

Merge field Name	Description	Sample
genDate	Date of Creation	7/23/2011
Unit		A01
Title		Ms.
FirstName	Primary Owner First Name	Anne
MiddleName	Primary Owner Middle Name	D
LastName	Primary Owner Last Name	Simpson
Company	Company name of the owner	D-Tech Consulting
AllOwners	Will show first name and last name of all additional owners	Darryl Deen, Mark Simurda, Angelina Jolie
AllTenants	Will show first name and last name of all additional Tenants	Darryl Deen, Mark Simurda, Angelina Jolie
Address	Primary Owner Address	28 Street
City	Primary Owner City	Toronto
Province	Primary Owner Province	ON
PostalCode	Primary Owner Postal Code	M1M1M1
CorpLegalName	Corporation legal name	Metro Toronto Condominium Corporation 123
SignName	Property Manager Name	Key Demo Manager
SignTitle	Property Manager Title	Property Manager
SignInitial	Property Manager Initials	SignInitial
DayPhone	Owner Phone	(416) 489-5972
DayPhoneExt	Owner phone extension	38
NightPhone	Owner Night Phone	(416) 489-5972
NightPhoneExt	Owner Night Phone Ex	38
U_CITY	Unit City	Toronto
U_PROV_STA	Unit Province/State	Ontario
U_PO_ZIP	Unit Postal Code/Zip Code	M5A 1T4/90210
KEYCompany	The Name of the Property Management Company	D-Tech Property Management
Country	County	Canada/United States
Mobile	Cell Phone Number	(416) 489-5972
Fax	Fax Number	(416) 489-5972
Email	Email Address	support@shiftsuite.com
Web	Web Address	www.shiftsuite.com
BusinessType		
LegalUnit	Unit Legal Unit	1A
LegalLevel	Unit Legal Level	1
Proportion	Unit Proportion	0.0141567
TenantTitle	Tenant Title	Mr./MRS./Ms.
TenantAddress	Tenant Address	426 Queen Street E. Suite A01
TenantCity	Tenant City	Toronto
TenantProvince	Tenant Province	Ontario
TenantCountry	Tenant Country	Canada

TenantPostalCode	Tenant Postal Code	M5A 3X9
TenantDayPhone	Tenant Day Phone Number	(416)489-5972
TenantDayPhoneExt	Tenant Day Phone Number Extension	38
TenantNightPhone	Tenant Night Phone Number	(416)489-5972
TenantNightPhoneExt	Tenant Night Phone Number Extension	38
TenantMobile	Tenant Cell Phone Number	(416)489-5972
TenantFax	Tenant Fax Number	(416)489-5972
TenantEmail	Tenant Email Address	support@shiftsuite.com
TenantWeb	Tenant Web Address	www.shiftsuite.com
TenantStartDate	Tenant Start Date	3/13/2013
TenantEndDate	Tenant End Date	3/13/2014
TenantCompany	Tenant Company	
TenantBusinessType	Tenant Business Type	
Enterphone	Lobby Access Phone Number	1234-567-89
AccessCard1	Access Card Number 1	1234-567-90
AccessCard2	Access Card Number 2	
Remark	Always blank	
BudgetPeriod	Not implemented	N/A
PDCPeriod	Not implemented	N/A
U_ADDRESS	Unit Address	426 Queen Street E. Suite A01
CorpName	The corporation legal name	Shiftsuite Condominium Corporation No. 1
CorpAddress	The corporation street address	123 Fake Street
CorpCity	The corporation city	Toronto
CorpProvince	The corporation province	Ontario
CorpPostalCode	The corporation postal code	L1L 1M1
CorpFullAddress	Pre-formatted corporation address Format: Corporation Full Name Address Line 1 Address Line 2 City, Province Postal Code	Metro Toronto Condominium Corporation 123 1 Yonge Street Toronto, Ontario M6K 1P1
TotalMaintenanceFee	Enters the Total Fee's associated to a Unit that are Maintenance related	\$2,195.00
UnitMaintenanceWithoutTaxes	Unit's monthly maintenance amount without taxes	\$435.00
UnitMaintenanceTaxes	Unit's monthly Tax amount on maintenance fee	\$56.55
UnitMaintenanceFee	Unit's total maintenance fee including taxes	\$491.55
ParkingFeeWithoutTaxes	Units Parking Fees without tax	\$45.00

ParkingFeeTaxes	Units tax amount on Parking Fees	\$5.85
ParkingFee	Units monthly Parking Fees including Tax	\$50.85
LockerFeeWithoutTaxes	Units Locker Fees without tax	\$45.00
LockerFeeTaxes	Units tax amount on Locker Fees	\$5.85
LockerFee	Units monthly Locker Fees including Tax	\$50.85
RentalParkingWithoutTaxes	Units Rental Parking Fees without tax	\$25.00
RentalParkingTaxes	Units tax amount on Rental Parking Fees	\$3.25
RentalParkingFee	Units monthly Rental Parking Fees including Tax	\$28.25
RentalLockerWithoutTaxes	Units Rental Locker Fees without tax	\$25.00
RentalLockerTaxes	Units tax amount on Rental Locker Fees	\$3.25
RentalLockerFee	Units monthly Rental Locker Fees including Tax	\$28.25
SpecialAssessmentWithoutTaxes	Unit's monthly Special Assessment fee amount without taxes	\$685.25
SpecialAssessmentTaxes	Unit's monthly Tax amount on Special Assessment fee	\$89.05
SpecialAssessment	Unit's total Special Assessment fee including taxes	\$774.30
RevisedAssessmentWithoutTaxes	Unit's monthly Revised Assessment fee amount without taxes	\$150.00
RevisedAssessmentTaxes	Unit's monthly Tax amount on Revised Assessment fee	\$19.50
RevisedAssessmentFee	Unit's total Revised Assessment fee including taxes	\$169.50
MiscFeeWithoutTax1, MiscFeeTaxWithout2, MiscFeeTaxWithout3, MiscFeeTaxWithout4, MiscFeeTaxWithout5, MiscFeeTaxWithout6	Enters the Units monthly Misc.Fee amounts Without Taxes. Will enter in a maximum of 6 separate Misc. Fees	MiscFee1 - \$26.75 MiscFee2 - \$36.25 MiscFee3 - \$26.78
MiscFeeTax1, MiscFeeTax2, MiscFeeTax3, MiscFeeTax4, MiscFeeTax5,	Units monthly Tax amount on Misc.Fee. Will enter in a	MiscFee1 - \$3.48 MiscFee2 - \$4.71 MiscFee3 - \$3.48

MiscFeeTax6	maximum of 6 separate Misc. Fees	
MiscFee1, MiscFee2, MiscFee3, MiscFee4, MiscFee5, MiscFee6	Enters the Units monthly Misc.Fee amounts including Taxes. Will enter in a maximum of 6 separate Misc. Fees	MiscFee1 - \$30.23 MiscFee2 - \$40.96 MiscFee3 - \$30.26
UnitMgmtFirstName	Enters the first name within the record	Christopher
UnitMgmtLastName	Enters the last name within the record	Deen
UnitMgmtCompanyName	Enters the company name within the record	Shiftsuite
UnitMgmtEmail	Enters the email address within the record	support@shiftsuite.com
UnitMgmtFullAddress	Displays the street, city, province, postal code, and country	Metro Toronto Condominium Corporation 123 1 Yonge Street Unit 25 Toronto, Ontario M6K 1P1

Utility Chargebacks

Merge field Name	Description	Sample
Rate	The rate of the utility	3
ReadingDate	The date of the reading	1/1/2013
PreviousReadingDate	The date of the previous reading	1/1/2013
PreviousReading	The previous reading	5
PostingDate	The transaction date	1/1/2013
Cost	Amount owing by the Owner	\$300.00
Usage	The reading amount of the record	56.78
UtilityType	The selected utility type of the record	Gas
Unit	Unit #	101
LegalUnit	Legal Unit Number	6
LegalLevel	Unit Legal Level	4
Address	Primary Owner Address	28 Street
U_ADDRESS	Unit Address	426 Queen Street E. Suite 103
U_CITY	Unit City	Toronto
U_PROV_STA	Unit province	ON
U_PO_ZIP	Unit postal code	M5A 1T4
Title		Mr.
FirstName	Primary Owner First Name	Darryl
MiddleName	Primary Owner Middle Name	D
LastName	Primary Owner Last name	Deen
Address		5 Street
City		Toronto
Province		ON
PostalCode		M1M 1M1
Country		Canada
Company		ABC Mechanics
CorpName	The corporation legal name	Shiftsuite Condominium Corporation No. 1
CorpAddress	The corporation street address	123 Fake Street
CorpCity	The corporation city	Toronto
CorpProvince	The corporation province	Ontario
CorpPostalCode	The corporation postal code	L1L 1M1
CorpFullAddress	Pre-formatted corporation address Format: Corporation Full Name Address Line 1 Address Line 2 City, Province Postal Code	Metro Toronto Condominium Corporation 123 1 Yonge Street Toronto, Ontario M6K 1P1
CorpID	Corporation short name	DCC1
CorpName	Corporation short name	DCC1
CorpLegalName	Corporation legal name	Condominium Corporation No. 1

Region	Condo Region	MTCC
RegionDisplay	City Name	Toronto
Unit	Suite Number	103
LegalUnit	Legal Unit	3
LegalLevel	Legal level	1
Proportion	Unit Proportion	0.044154
U_ADDRESS	Unit Address	426 Queen Street E. Suite 103
U_CITY	Unit City	Toronto
U_PROV_STA	Unit province	ON
U_PO_ZIP	Unit postal code	M5A 1T4
Title		Mr.
FirstName	Primary Owner First Name	Darryl
MiddleName	Primary Owner Middle Name	D
LastName	Primary Owner Last name	Deen
Address		5 Street
City		Toronto
Province		ON
PostalCode		M1M 1M1
NumOf83	Number of tenants in the unit during the fiscal year of the status certificate.	2
Budget	Current Budget	\$155,000
Surplus		0
RevBudget	Revised Budget Amount	\$50,000
ResvFund	Current Reserve Fund Amount	\$103,981.87
ResvFundDate	Date of Reserve Fund update	2009-12-31 00:00:00
ResvOpen		0
ResvLevy	Reserve Levy Amount	0
Expenses	Reserve Expenses	0
hasLien	Active lien on unit	Yes or NO
LienTotal	Total Lien Amount	0
LienAmount	Amount of lien	\$515
LienCost	Lien Cost	\$250
LienDate	Date of Lien	01/15/2011
hasStudy	Is there a Reserve Study done?	NO or number of study
STUDYCLASS	Class of Reserve Study	Class 3
STUDYPREP	Who prepared the Study	Carson/Dunlop
STUDYDATE	Date of Last reserve study	01/15/2011
STUDYDUE	Next Reserve Study due date	01/15/2014

Community Website Welcome Letter

Merge field Name	Description	Sample
genDate	Date of Creation	7/23/2011
Unit	Unit #	101
LegalUnit	Legal Unit Number	6
LegalLevel	Unit Legal Level	4
Title		Mr.
FirstName	Primary Owner First Name	Darryl
MiddleName	Primary Owner Middle Name	D
LastName	Primary Owner Last name	Deen
Company		ABC Mechanics
Address	Primary Owner Address	1 King Street
City	Primary Owner City	Toronto
Province	Primary Owner Province	ON
Country	Primary Owners Country	Canada
PostalCode	Primary Owner Postal Code	M1M 1M1
CorpLegalName	Corporation legal name	Metro Toronto Condominium Corporation 123
SignName	Property Manager Name	Key Demo Manager
SignTitle	Property Manager Title	Property Manager
SignInitial	Property Manager Initials	SignInitial
U_ADDRESS	Unit Address	426 Queen Street E. Suite A01
U_CITY	Unit City	Toronto
U_PROV_STA	Unit province	ON
U_PO_ZIP	Unit postal code	M5A 1T4
KEYCompany	The Name of the Property Management Company	D-Tech Property Management
CorpFullAddress	Pre-formatted corporation address Format: Corporation Full Name Address Line 1 Address Line 2	Metro Toronto Condominium Corporation 123 1 Yonge Street Toronto, Ontario M6K 1P1
CorpName	The corporation legal name	Shiftsuite Condominium Corporation No. 1
CorpAddress	The corporation street address	123 Fake Street
CorpCity	The corporation city	Toronto
CorpProvince	The corporation province	Ontario
CorpPostalCode	The corporation postal code	L1L 1M1
NexusUsername	Unit owners user name	John.Doe
NexusPassword	Unit owner password	*****
NexusWebsite	Corporation Website	DCC1.shiftsuite.com
PMName	Property Managers name	

PMEMail	Property Manager email	
PMDayPhone	Property Manager phone number	(416) 489-5972
PMDayPhoneExt	Property Manager phone number extension	38
PMNightPhone	Property Manager night phone number	(416) 489-5972
PMNightPhoneExt	Property Manager night phone number extension	38
PMMobile	Property Manager cell phone number	(416) 489-5972
PMFax	Property Manager fax number	(416) 489-5972

Status Certificate

“P” class merge field can be used to overwrite an entire section or to append any section. The number before the P refers to the Paragraph in the status certificate. For example P1 is the first paragraph of the status certificate.

Merge field Name	Description	Sample
CorpID	Corporation short name	DCC1
CorpName	Corporation short name	DCC1
CorpLegalName	Corporation legal name	Condominium Corporation No. 1
Region	Condo Region	MTCC
RegionDisplay	City Name	Toronto
Unit	Suite Number	103
LegalUnit	Legal Unit	3
LegalLevel	Legal level	1
Proportion	Unit Proportion	0.044154
U_ADDRESS	Unit Address	426 Queen Street E. Suite 103
U_CITY	Unit City	Toronto
U_PROV_STA	Unit province	ON
U_PO_ZIP	Unit postal code	M5A 1T4
Title		Mr.
FirstName	Primary Owner First Name	Darryl
MiddleName	Primary Owner Middle Name	D
LastName	Primary Owner Last name	Deen
Address		5 Street
City		Toronto
Province		ON
PostalCode		M1M 1M1
NumOf83	Number of tenants in the unit during the fiscal year of the status certificate.	2
Budget	Current Budget	\$155,000
Surplus		0
RevBudget	Revised Budget Amount	\$50,000
ResvFund	Current Reserve Fund Amount	\$103,981.87
ResvFundDate	Date of Reserve Fund update	2009-12-31 00:00:00
ResvOpen		0
ResvLevy	Reserve Levy Amount	0
Expenses	Reserve Expenses	0
hasLien	Active lien on unit	Yes or NO
LienTotal	Total Lien Amount	0
LienAmount	Amount of lien	\$515

LienCost	Lien Cost	\$250
LienDate	Date of Lien	01/15/2011
hasStudy	Is there a Reserve Study done?	NO or number of study
STUDYCLASS	Class of Reserve Study	Class 3
STUDYPREP	Who prepared the Study	Carson/Dunlop
STUDYDATE	Date of Last reserve study	01/15/2011
STUDYDUE	Next Reserve Study due date	01/15/2014
NOTIFIED	Date owners were notified	02/15/2011
hasAgreement	If the unit has Section 98 agreements. Value will be blank if it does not.	1002938448283100001 (database value, anything other than blank means the unit has Section 98)
TotalBalance		2265
ParkingList		N/A
LockerList		N/A
TotalFee		890
MiscLienable		NULL
NextMonth		2010-08-01 00:00:00
firstDate		2010-08-01 00:00:00
lastDate		2010-08-31 00:00:00
YearEndDate	Corporation year end	12/31/2017
Assessment	Current Assessment Amount	\$141,792
RevAssessment	Current Revised Assessment	\$20,000
UnitRevAssessment		98
RevAssessmentReason	Reason for Revised Assessment	Mean board members
SpecAssessment	Special Assessment Amount	\$55,000
UnitSpecAssessment		270
SpecAssessmentReason	Reason for Special Assessment	
Judgments	Legal Judgments	Amount: \$10,000.00; Details: slip and fall case NOT in corporation favour
OpenCases	Open Law Suites	Amount: \$50000.00; child fell off unsafe playground
Iremarkc1		
courtordr1		
MiscFee	Monthly amount of misc. fees	287
SCConfigID		52
ConfigName		KEY Demo Status Certificate Configuration
ConfigDescription		NULL
CorpRowIDN		2010010610092800000
isDefault		1
PropertyManager		Key Demo Property Management

MailingAddress		185 Frederick St., Ste.101, Toronto, Ontario M5A 4L4
AddressForService		185 Frederick St., Ste.101, Toronto, Ontario M5A 4L4
PMAddress		185 Frederick St., Ste.101, Toronto, Ontario M5A 4L4
TelephoneNumber		(416) 489-5972
PrintName		KEY Property Manager
SignedCity	The city the status certificate was produced in	Etobicoke
P1	Will append your template with details in the status certificate configuration	
P2	Will append your template with details in the status certificate configuration	
P3	Will append your template with details in the status certificate configuration	
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P24	Will append your template with details in the status certificate configuration	
P25	Will append your template with details in the status certificate configuration	
P26	Will append your template with details in the status certificate configuration	
P27_32	Will append your template with details in the status certificate configuration	

P27	Will append your template with details in the status certificate configuration	
P28	Will append your template with details in the status certificate configuration	
P29	Will append your template with details in the status certificate configuration	
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P31	Will append your template with details in the status certificate configuration	
P32	Will append your template with details in the status certificate configuration	
P33	Will append your template with details in the status certificate configuration	
P33a	Will append your template with details in the status certificate configuration	
P33b	Will append your template with details in the status certificate configuration	
P33c	Will append your template with details in the status certificate configuration	
P33d	Will append your template with details in the status certificate configuration	
P33e	Will append your template with details in the status certificate configuration	
P33f	Will append your template with details in the status certificate configuration	
P33g	Will append your template with details in the status certificate configuration	
P33h	Will append your template with details in the status certificate configuration	

P33i	Will append your template with details in the status certificate configuration	
P33j	Will append your template with details in the status certificate configuration	
P33k	Will append your template with details in the status certificate configuration	
P34	Will append your template with details in the status certificate configuration	
P35	Will append your template with details in the status certificate configuration	
P36	Will append your template with details in the status certificate configuration	
genDate	Date Created	7/26/2010
SANotes		

Vendor Labels

Merge field Name	Description	Sample
VendorName	Full name of vendor	SHIFT Next Level Innovations Inc.
ContactName	Name of contact on file	Christopher Deen
Title	Title of Contact on file	Dr.
CompanyName	Full name of company	Shiftsuite
StreetAddress	Street Address of vendor	185 Frederick St.
City	City of Vendor	Toronto
Province	Province of Vendor	Ontario
PostalZipCode	Postal code of Vendor	M5A 4L4
Country	Country of Vendor	Canada
PhoneNumber	Vendor phone number	416-489-5972
PhoneNumberExtension	Vendor Phone Number Extension	28
AlternatePhoneNumber	Vendor Alternate Phone Number	416-489-5972
AlternatePhoneNumberExtension	Vendor Alternate Phone Number Extension	28
Fax	Vendor Fax	416-489-5972
Email	Vendor Email	support@shiftsuite.com
PrintOnChequeAs	The name as printed on cheques	Shiftsuite
BusinessNo	Vendor Business Number	2584-598821-5820
CorpName	Corporation Short Name	TCC5000
LegalName	Corporation Full Legal Name	Toronto Condominium Corp 5000
CorpAddress	CorpAddress	185 Frederick St.
CorpCity	CorpCity	Toronto
CorpProvince	CorpProvince	Ontario
CorpPostalCode	CorpPostalCode	M5A 4L4
CorpFullAddress	CorpFullAddress	185 Frederick St., Ste 101 Toronto, ON M5A 4L4

Information Certificates

“P” class merge field can be used to overwrite an entire section or to append to any section. The number before the P refers to the Paragraph in the status certificate. For example, P1 is the first paragraph of the status certificate.

Merge field Name	Description	Sample
AccessCard1	Access Card Number 1	1234-567-89
AccessCard2	Access Card Number 2	1234-567-90
Address		5 Street
AddressForService		185 Frederick St., Ste.101, Toronto, Ontario M5A 4L4
AllOwners	Will show first name and last name of all additional owners	Darryl Deen, Mark Simurda, Angelina Jolie
AllTenants	Will show first name and last name of all additional Tenants	Darryl Deen, Mark Simurda, Angelina Jolie
Assessment	Current Assessment Amount	\$141,792
Budget	Current Budget	\$155,000
BusinessType		I.T. Consulting
City	Corp City	Toronto
CorpAddress	The corporation street address	123 Fake Street
CorpCity	The corporation city	Toronto
CorpFullAddress	Pre-formatted Full corporation address	
CorpID	Corporation short name	DCC1
CorpLegalName	Corporation legal name	Condominium Corporation No. 1
CorpName	Corporation short name	DCC1
CorpPostalCode	The corporation postal code	L1L 1M1
CorpProvince	The corporation province	Ontario
Country	The corporation country	Canada
courtordr1		
DayPhone	Day Phone Number	(416)489-5972
DayPhoneExt	Day Phone Number Extension	38
Email	Email Address	support@shiftsuite.com
Enterphone	Telephone lobby entry number	1236589
Expenses	Reserve Expenses	0
Fax	Fax Number	(416)850-9807
firstDate		8/1/2010 0:00
FirstName	Primary Owner First Name	Darryl
genDate	Date Created	7/26/2010
hasStudy	Is there a Reserve Study done?	NO or number of study
Judgements	Legal Judgments	Amount: \$10,000.00; Details: slip and fall case NOT in corporation favour
KEYCompany	The Name of the Property Management Company	D-Tech Property Management

lastDate		
LastName	Primary Owner Last name	Deen
LegalLevel	Legal level	1
LegalUnit	Legal Unit	3
MailingAddress		185 Frederick St., Ste.101, Toronto, Ontario M5A 4L4
MiddleName	Primary Owner Middle Name	D
Mobile	Cell Phone Number	(416)489-5972
NOTIFIED	Date owners were notified	2/15/2011
NumOf83	Number of tenants in the unit during the fiscal year of the status certificate.	2
OpenCases	Open Law Suites	Amount: \$50000.00; child fell off unsafe playground
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P8	Will append your template with details in the status certificate configuration	
P9	Will append your template with details in the status certificate configuration	
PMAddress		185 Frederick St., Ste.101, Toronto, Ontario M5A 4L4
PMDayPhone	Property Manager day phone #	(416)489-5972
PMDayPhoneExt	Property Manager day phone # extension	555
PMEMail	Property Manager email	John@shiftsuite.com
PMFax	Property Manager Fax #	(416)489-5972
PMMobile	Property Manager mobile #	(416)489-5972
PMName	Property Manager name	John Smith
PMNightPhone	Property Manager night phone #	(416)489-5972
PMNightPhoneExt	Property Manager night phone # extension	554
PostalCode		M1M 1M1
PrintName		KEY Property Manager
PropertyManager		Key Demo Property Management
Proportion	Unit Proportion	0.044154
Province		ON
Region	Condo Region	MTCC
RegionDisplay	City Name	Toronto
ResvFund	Current Reserve Fund Amount	\$103,981.87
ResvFundDate	Date of Reserve Fund update	12/31/2015
ResvLevy	Reserve Levy Amount	0
ResvOpen		0
RevAssessment	Current Revised Assessment	\$20,000
RevAssessmentReason	Reason for Revised Assessment	Mean board members
RevBudget	Revised Budget Amount	\$50,000
SANotes		
SCConfigID		52
SignedCity	The city the status certificate was produced in	Etobicoke
SignInitial	Initials of writer	KDM
SignName	Name of writer	Key Demo Manager
SignTitle	Title of writer	Property Manager
SpecAssessment	Special Assessment Amount	\$55,000
SpecAssessmentReason	Reason for Special Assessment	
STUDYCLASS	Class of Reserve Study	Class 3

STUDYDATE	Date of Last reserve study	1/15/2011
STUDYDUE	Next Reserve Study due date	1/15/2014
STUDYPREP	Who prepared the Study	Carson/Dunlop
Surplus		0
TelephoneNumber		(416) 489-5972
TenantAddress	Tenant Address	1 Young St.
TenantBusinessType	Tenant Business type	I.T.
TenantCity	Tenant City	Toronto
TenantCompany	Tenant Province	Ontario
TenantCountry	Tenant Country	Canada
TenantDayPhone	Tenant Day Phone Number	(416)489-5972
TenantDayPhoneExt	Tenant Day Phone Number Extension	38
TenantEmail	Tenant Email Address	support@shiftsuite.com
TenantEndDate	Tenant End Date	3/24/2014
TenantFax	Tenant Fax Number	(416)850-9807
TenantFirstName	Tenant First Name	John
TenantLastName	Tenant Last Name	Doe
TenantMIName	Tenant Middle Initial	C.
TenantMobile	Tenant Cell Phone Number	(416)489-5972
TenantNightPhone	Tenant Night Phone Number	(416)489-5972
TenantNightPhoneExt	Tenant Night Phone Number Extension	38
TenantPostalCode	Tenant Postal Code	M6K 1P1
TenantProvince	Tenant Province	Ontario
TenantStartDate	Tenant Start Date	3/24/2013
TenantTitle	Tenant Title	Mr, Mrs, Miss.
TenantWeb	Tenant Web Address	www.shiftsuite.com
Title	Owner's Title	Mr.
U_ADDRESS	Unit address	366 Adelaide St. E.
U_CITY	Unit City	Toronto
U_PO_ZIP	Unit Province/State	Ontario/New York
U_PROV_STA	Unit Postal Code/Zip Code	M5A 3X9/10108
Unit	Owner unit	101
Web	Owner unit	101
YearEndDate	Corporation year end	12/31/2017