

# Properties

Manage your PG properties and rooms





+ Property

All Status

All Status

Active

Inactive

Property	City	Number of Floors	Total Beds	Occupied	Manager	Action
Gullypg - Nagarbhavi	Bangalore	12	80	70	Ramesh	 
Gullypg - Kengeri	Bangalore	4	60	55	Ravi	 

Add New Property

X

Property Name

Placeholder

Address

Type here

City

Placeholder

State

Placeholder

Pincode

Placeholder

Contact Person

Placeholder

Contact Phone

Placeholder

Contact Email

Placeholder

Amenities and Food type

+ Food

+ Internet

+ Television

+ Washing Machine

+ Regfrigerator

+ AC

† Gym

+ Bike Parking

+ Car Parking

Meal Type

+ Veg

+ Non-Veg

Create Property

Bed Availability

No sharing

1 sharing

2 sharing

3 sharing

4 sharing

5 sharing

6 sharing

Available

Occupied

Notice

Booked

Blocks

+ADD

Floors

Select a block

Rooms

Select a floor

Beds

Select a room

Blocks

+

A

B

C

D

E

F

Floors

+

G

1

2

3

4

5

Rooms

+

101

102

103

104

105

106

Beds

+

1

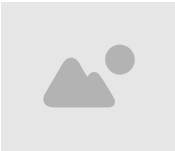
2

3

4

5

6



# Tenants

Manage all your tenants

+ New Check-in

Search by name, phone, or email...

All Properties

All Properties

Gullypg - Nagarbhavi

Gullypg - Kengeri

All Status


All Status

Active

On Notice

Vacated

Tenant	Email	Phone number	Property	Room/Beds	Rent	Date of Joining	Status	Action
Rahul	rahul@gmail.com	8746213459	Gullypg - Nagarbhavi	101/Bed 2	8000/Month	Nov 1, 2025	Active	
Yashwanth	yash@gmail.com	8791354962	Gullypg - Kengeri	102/Bed 1	5000/Month	Oct 15, 2025	On Notice	
Priya	priya@gmail.com	8746213459	Gullypg - Nagarbhavi	103/Bed 1	7000/Month	Nov 8, 2025	Active	



Rahul

Active

8975648962

Rahul@gmail.com

Gullypg - Nagarbhavi

101-Bed 2

Since Nov 1, 2025

Payments

Checkout

<div>Monthly Rent</div> <div>₹ 8,000</div>	<div>Security Deposit</div> <div>₹ 16,000</div>	<div>Pending Dues</div> <div>₹ 0</div>	<div>Total Paid</div> <div>₹ 0</div>
--	---	--	--------------------------------------

Personal Details

Date of Birth

May 15, 1998

Gender

Male

Company/College

abc

Permanent Address

12, MG Road, Delhi

Emergency Contact

Name

Rajesh

Phone

7896542358

Relation

Father

---

KYC Details

ID Type

Aadhar

ID Number

1234-5678-9012

# Tenant Check-In

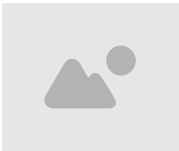
Allocate a bed/room to your tenant.

Mobile Number

**Get OTP**

Enter OTP

**Proceed**



# Tenant Check-In

1 Personal information

2 Documents

3 Check-in

Full Name

Phone number

+91

Placeholder

Email Address

Permanent Address

Gender

Select

▼

Date of Birth

12/18/2025

📅

Company/College name

Company/College Address

## Emergency Contact

Name

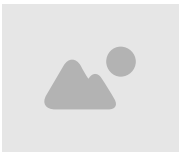
Contact number

+91

Placeholder

Relation

Next



# Tenant Check-In

1 Personal information

2 Documents

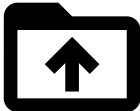
3 Check-in

ID Type

Select▼

ID Number

Placeholder



Upload your Address Proof

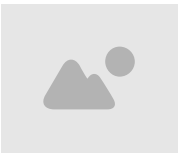


Upload your Address Photo

Back

Next





# Tenant Check-In

- 1 Personal information
- 2 Documents
- 3 Check-in

Check-in Date

12/08/2025

📅

Check-in Type

Select

▼

🛏 Select bed

Rent Amount (base)

▲▼

Rent Paid Today

Placeholder

☒ Collect full billing period rent

Advance Amount

Placeholder

Advance Paid Today

Placeholder

Comments (optional)

Type here

## Payment Summary

Rent (calculated)	0.00
Deposit (due)	0.00
Amount to be paid	0.00
Amount paid	0.00
<hr/>	
Total due	0.00

Back

Check-in

New Booking



Name

Mobile Number

Email

Joining date

Booking Amount

12/08/2025



Amount

Comments

Add

# Bookings

Take bookings and block beds for prospective tenants

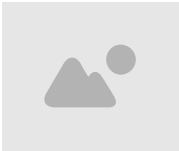
Refresh

New Booking

Q

Search

Booking date	Contact details	Joining date	Comments	Action
08-Dec-2025 Amount Paid: ₹1,000.00	abc 7892596917 abc@gmail.com	Dec 15 2025		<div>Check in</div> <div>EditCancel</div>
08-Dec-2025 Amount Paid: ₹1,000.00	pqr 9986465976 pqr@gmail.com	Dec 08, 2025		<div>Check in</div> <div>EditCancel</div>



# Staff

Add/Delete/Manage Partners, Managers, Staff

Add Staff

Name	Email	Role	Action
John	john@gmail.com	Admin	<div>EditChange password</div>
James	james@gmail.com	Manager	<div>EditChange password</div>
Anusha	anusha@gmail.com	Super Admin	<div>EditChange password</div>
Smith	smith@gmail.com	User	<div>EditChange password</div>

# Add Staff



Full Name

Phone number

+91

Placeholder

Email Address

Address

Role

Select▼

Add

# Edit Staff



Full Name

john

Phone number

+917894562356

Email Address

john@gmail.com

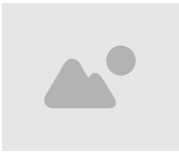
Address

abcccc

Role

Admin

Update



# Tenant Checkout & Notice Management

Manage tenant exits and notices

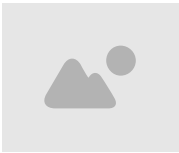
Raise Notice

Pending Checkouts

🔍

Search tenant by name or phone....

Tenant Name	Phone Number	PG Name	Room No	Status	Action Available
Arjun Mehta	9876543210	Gullypg - Nagarbhavi	B1-101-A	On Notice	—
Priya Sharma	9988776655	Gullypg - Nagarbhavi	B1-102-A	Active	Raise Notice
Rahul Kumar	8765432109	Gullypg - Kengeri	B1-102-B	Active	Raise Notice
Sneha Iyer	7654321098	Gullypg - Nagarbhavi	B1-102-C	On Notice	—
Vikram Singh	6543210987	Gullypg - Kengeri	B1-104-A	Active	Raise Notice



# Tenant Checkout & Notice Management

Manage tenant exits and notices

Raise Notice

Pending Checkouts

🔍 Search tenant by name or phone....

Tenant Name	PG Name	Expected Checkout Date	Dues Status	Deposit Amount	Action
Arjun Mehta	Gullypg - Nagarbhavi	Jan 17, 2026	No Dues	₹16,000	Process Checkout
Sneha Iyer	Gullypg - Kengeri	Jan10, 2026	No Dues	₹16,000	Process Checkout



Actual Checkout Date

12/18/2025

📅

Checkout Checklist

- ☐ Keys Returned
- ☒ Dues Cleared
- ☐ Room Inspected
- ☐ Damage Assessed

Damage Amount (₹)

Placeholder

Deposit Refund (₹)

16,000

▲  
▼

Damage Notes

Type here

Final Settlement

₹16,000

Process Checkout

×

Priya Sharma

7896542356

Notice Date

12/18/2025

Expected Checkout

12/18/2025

Notice Raised By

Select

▼

Tenant

Management

Reason

Type here

Cancel

Submit Notice

# PG Invoice Template

[Print/ Save as PDF](#)

## Invoice

GullyPG  
#257, 3rd Floor, Street Address,  
City, State - Pincode  
Phone: +91-9876543210  
Email: billing@yourpg.com

Invoice No: INV-2025-001

Invoice Date: 08 Dec 2025

Billing Period: 01 Dec 2025 - 31 Dec 2025

Payment Status: Pending

## Bill To (Tenant)

Tenant Name  
Mobile: +91-9999999999  
Email: tenant@example.com  
ID Proof: Aadhaar / PAN - XXXXX1234X

## Property & Room Details

Property: GullyPG Nagarbhavi  
Building: Block A, Floor: 3rd  
Room No: 305, Bed No: B2  
Occupancy Type: Double Sharing

#	Description	Qty	Rate (₹)	Amount (₹)
1	Monthly Rent	1	8,000	8,000
2	Maintenance & Amenities	1	1,000	1,000
3	Electricity (Per Unit / Fixed)	1	500	500
4	Food / Mess Charges	1	1,500	1,500

## Payment Details

Bank Name: Axis Bank  
Account Name: GullyPG  
Account No: 123456789012  
IFSC: ABCD0123456  
UPI ID: yourpg@upi

Subtotal (₹): 11,000.00  
CGST @ 9% (₹): 990.00  
SGST @ 9% (₹): 990.00  
**Total Payable (₹): 12,980.00**

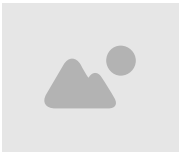
Amount in Words: Twelve Thousand Nine Hundred Eighty Rupees Only

Due Date: 10 Dec 2025

## Terms & Conditions

- This is a system-generated invoice and does not require a physical signature.
- Payments once made are non-refundable as per PG policy.
- Please share payment confirmation via WhatsApp or email after transfer.

GullyPG  
Authorised Signatory



# Tenant Raise Complaint

Create a complaint with category, priority.

## Complaint Category

Select category

▼

Select category

Plumbing

Electrical

Cleaning

Internet

Others

## Priority

Select priority

▼

Select priority

Low

Medium

High

Urgent

## Property

Placeholder

## Room / Bed

Type here

## Photo (optional)

↑

Upload photo

## Description

Explain the issue....

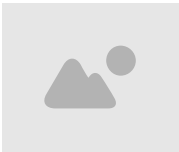


# My Complaints

Track your complaints and see status updates.

+ New Complaint

Ticket	Issue	Category	Priority	Status	Raised	Action
000011	Wi-Fi not working	Internet/	Medium	Open	Yesterday, 8:45 PM	
000012	Leaking tap	Plumbing	High	In Progress	Today, 10:10 AM	
000013	Fan noise fixed	Electrical	Medium	Resolved	Last week	



# Complaints

Assign complaints to staff/vendor and track resolution time.

Assign Selected

<input type="checkbox"/>	Complaint	Category	Priority	Status	Raised	Assigned	Action
<input type="checkbox"/>	Leaking tap in common bathroom ID:000011, Room 101, Bed 2	Plumbing	Medium	Open	Yesterday, 8:45 PM	Vendor: Ramesh (Plumber)	
<input type="checkbox"/>	Wi- Fi not working ID:000012, Room 103	Internet/ Wi-Fi	High	In Progress	Today, 10:10 AM	----	
<input type="checkbox"/>	Fan making noise ID:000013, Room 105	Electrical	Medium	Resolved	Last week	Staff: Kiran (Electrician)	

# Assign Complaints



Assign to

Select

▼

Priority

Select

▼

Notes

Type here..

Assign

Cancel

ID

000011

Leaking tap in common bathroom

In progress

Category

Plumbing

Priority

High

Property

GullyPG - Kengeri

Room/ Bed

101 / Bed 2

Raised

Today, 10:10 AM

Assigned

Vendor: Ramesh (Plumber)

Description

Tap is leaking continuously since morning.

## Activity Timeline

- Raised by tenant • Today 10:10 AM
- Assigned to vendor • Today 10:25 AM
- Status changed to In Progress • Today 10:30 AM

## Update Status

Select

▼

In Progress

Open

Resolved

Closed

## Resolution Notes

Type here..

Save



## Re - Assign



Assign to

A horizontal text input field with a light gray border. The text 'Select' is displayed in a light gray font. On the right side of the field, there is a small, light gray square button containing a black downward-pointing triangle.

Notes

A large, empty rectangular text area with a light gray border. The text 'Type here..' is displayed in a light gray font at the top left of the area.

Assign

Cancel

Create Invoice

Tenant Details

Tenant Name

Placeholder

Mobile Number

Placeholder

Email Address

Placeholder

ID Proof Number

Placeholder

Property & Room Details

Property Name

Placeholder

Block / Floor

Placeholder

Room & Bed No

Placeholder

Occupancy Type

Select

Invoice Items

Add Item

#	Description	Qty	Rate (₹)	Amount (₹)
1	Monthly Rent	<div></div>	<div></div>	<div></div>
2	Maintenance & Amenities	<div></div>	<div></div>	<div></div>

Payment Summary

Subtotal

Placeholder

CGST (%)

9

SGST (%)

9

Total Payable

Placeholder

Generate Invoice