



LEASE MODULES

1. Properties Module – (Build)
2. Leases Module – (Build)
3. Landlords/Tenants Module – (Build)
4. Subscription Module - (Build)
5. Listings Module – (Build)
6. Maintenance Module (Build)
7. Rent Online Payment (Later)
8. Reporting Module (Build)
9. Settings Module – (Build)

Properties Module

Units (Single Unit or Multiple)

Building Name

Street Address

Address 2

City

State

Photos

Bedroom

Bathrooms

Building Size (m2)

Property Category/Property Type (Dependent Dropdown)

1. Residential
 - a. Apartment
 - b. Bungalow

- c. Complex
 - d. Farm
 - e. Flat
 - f. Office Space
 - g. Duplex/Triplex/Townhouse
 - h. Mobile/Manufactured Home
 - i. Dormitory
- 2. Commercial
 - a. Retail
 - b. Office,
 - c. Business
 - d. Showroom
 - e. Commercial
- 3. Industrial
 - a. Industrial
 - b. Land
 - c. Factory
 - d. Warehouse

Property Module Details

User has the ability to create a single unit or multi units property

User can create property before they can set up a lease.

Member Group

Super Admin

Tenant

Agents/Property Managers

Landlords/Owner

Lease Module

Property (Select or Create New Property)

Lease Type

- 1. Month to Month Lease

2. Fixed Term Lease

Lease Start Date (For Both Month to Month)

Lease End Date (Only for Fixed Term)

Rent Due

1. Weekly
2. Yearly
3. Daily
4. Every Two Months
5. Every Three Months (Quarterly)
6. Every Four Months
7. Every Five Months
8. Every Six Months
9. Every Seven Months
10. Every Eight Months
11. Every Nine Months
12. Every Ten Months
13. Every Eleven Months

Rent Amount

Due Date

1. 1st
2. 2nd
3. 3rd
4. to
5. 28th

Invoice Date (Enter the date when the first rental invoice is due. This normally corresponds to the lease start date.)

Management fee

Deposit from Tenant (Deducted Deposit from Recur Fee)

Prorata Amount

Management Fees

Optionally, enter a recurring management fee which will be charged to the landlord associated with this property.

Details

- When setting up lease, you will be able to select an existing property that has been created or click create a new property if the property has not been created.
- If the property is created without adding units, the lease is based on the property (it is a single unit lease)
- If the property has many units, the lease will be based on each units
- User have options of choosing between 2 types of leases when setting up the rent terms:
 1. Month to Month
 2. Fixed Term Lease
- The lease start date is required for all rent terms
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- *It is worthwhile to note that most rents are collected yearly in this market.
- You cannot add another lease to an existing Unit with a running lease is
- **Leases on your property can't overlap, and it looks like you already have a lease for Feb 1, 2017 — No End Date. You can view that lease in your lease details**
- When you add payment or partial payment, it should deduct from the outstanding balance
- While adding lease, the property manager can add additional fees to the lease. This will be additional cost like Security deposit or caution fees.
- Subsequent Fees can be added as additional charge and this can be used for Water Bills, Electricity bills

Tenants

1. Display Name
2. First Name
3. Last Name
4. Type (Consumer, Business)
5. Email (Repeat Field Email)
6. Phone (Repeat Field Phone)
7. Address (Not Required)

Landlord

1. Display Name
2. First Name
3. Last Name
4. Type (Consumer, Business)
5. Email (Repeat field email)
6. Phone (Repeat field phone)
7. Address (Not Required)
8. Bank Account – (Repeat Field: Banks, Account Number, Branch Name, Branch code, Account Type)

Notifications

Rental Notifications to the tenants will be set at lease level or Per user settings

The default settings are the 10 days before the rent is due and the day the rent falls due.

There will be two types of notifications:

Email and Text notifications using Sendgrid and Twilio

Sendgrid for Email

Twilio for Text

Text notifications will only be available to the higher subscription package.

Subscription

There will be 3 types of Subscription:

1. Free
2. Premium
3. Enterprise

Free Package

- 6 leases/units
- Unlimited properties
- Email Notifications and Activity feed
- Unlimited tenants
- Online Marketing & Leasing

Premium Package

- 50 leases/units
- Unlimited properties
- Email Notifications and Activity feed
- Unlimited tenants
- Maintenance Service Requests
- Online Marketing & Leasing

Enterprise Package

- Unlimited leases/units
- Unlimited properties
- Unlimited tenants
- SMS Notifications
- Comprehensive Reporting

- Maintenance Service Requests
- Email Notifications and Activity feed
- Online Rent Payment
- Unlimited Users
- Custom Web
- Payment Disbursement

For the enterprise, we must be able to build custom packages for other businesses. We must be able to control the following:

- Number of Units