GenieLets

Let's get started

So now you've decided to make your life simpler, we're going to show you how to get started. This quick and simple guide will help you understand all you need to know about GenieLets to make your propoerty management simple.

Whether you manage a whole portfolio of properties or simply a few we show you how to make the most out of GenieLets and help you collect your rent payments on time.

Setup your profile (A)
Once you sign up as a landlord, enter your personal details here and make sure you add your Paypal email address too so you can receive Paypal payments direct

- Landlord Dashboard
- 1. Properties
- 2. Tenants
- 3. Contracts
- 4. Payments
- Profile Settings
  - Subscription
  - Edit Profile

Profile account details

Change any of your personal or company details

NAME

First name

Middle name

Last name

Add a property (B)
Add your residential or commercial property here

- Landlord Dashboard
- 1. Properties
  - Add New Property
  - List Of Properties
- 2. Tenants
- 3. Contracts
- 4. Payments
- Profile Settings

Add Property Create New Proper

Input new property details

PROPERTY INFO

Property type

Residential

Number of rooms

Address line 1

Approx rental

Notes

Add your tenant details (C)
Now that you have added your property you can add your Tenant/s here. Entering the Tenants email address here will allow them to see what they owe when they sign up. GenieLets also sends out Email reminders to your tenants of when the rents due and overdue

- Landlord Dashboard
- 1. Properties
- 2. Tenants
  - Add Tenant
  - List of Tenants
- 3. Contracts
- 4. Payments
- Profile Settings

Add Tenant Connect to a tenant acc

Manage all connection requests to tenants, introducing the

REQUEST LIST

Tenant Name
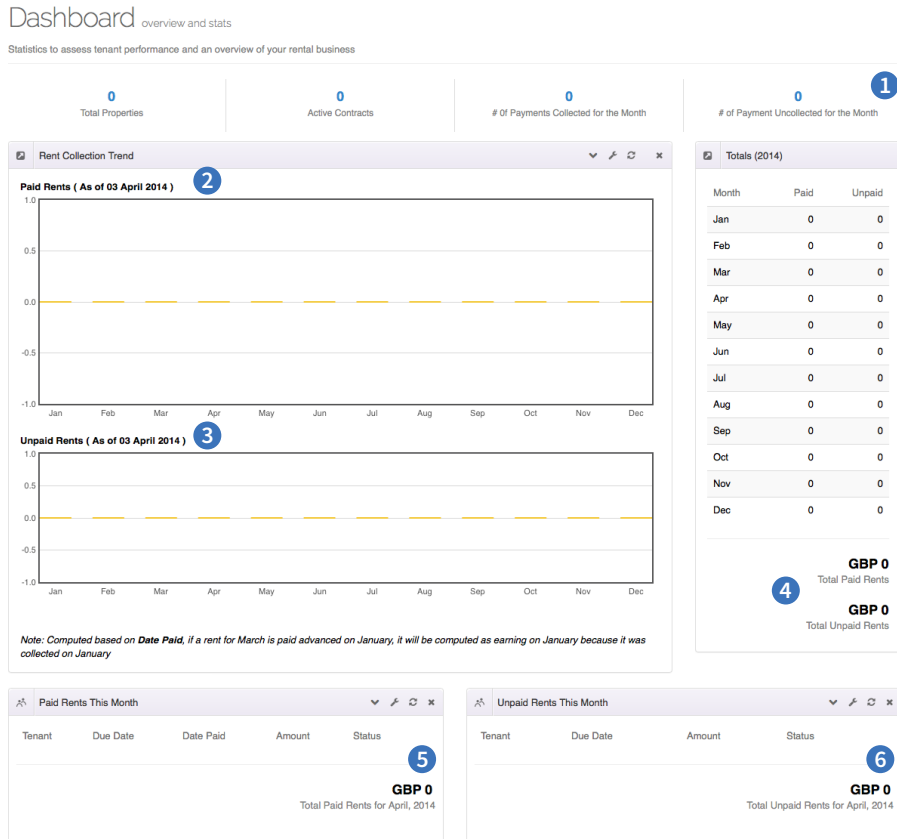
ADD TENANT

Tenant email

Add a contract (D)
Great, now the final step, use a Contract to bind a Tenant to a Property, simply select your tenant & property, enter their room number and adjust the dates for the Tenancy Agreement

- Landlord Dashboard
- 1. Properties
- 2. Tenants
- 3. Contracts
  - Add New Contract
  - List of Contracts
- 4. Payments
- Profile Settings

NEW CONTRACT Add / N

Add new contract details

ADD CONTRACT

Tenant

Property

Room/office/suite number

Start date

2014 | July | 1

End date

GenieLets dashboard **E**

The GenieLets dashboard is a user friendly screen which allows you to manage all of your properties, tenants and rent payments in one easy to use page. Our dashboard

Dashboard overview and stats

Statistics to assess tenant performance and an overview of your rental business

0	0	0	0
Total Properties	Active Contracts	# 0f Payments Collected for the Month	# of Payment Uncollected for the Month

① Rent Collection Trend

② Paid Rents (As of 03 April 2014)

③ Unpaid Rents (As of 03 April 2014)

Note: Computed based on **Date Paid**, if a rent for March is paid advanced in January, it will be computed as earning on January because it was collected on January

Totals (2014)

Month	Paid	Unpaid
Jan	0	0
Feb	0	0
Mar	0	0
Apr	0	0
May	0	0
Jun	0	0
Jul	0	0
Aug	0	0
Sep	0	0
Oct	0	0
Nov	0	0
Dec	0	0

④ GBP 0
Total Paid Rents

GBP 0
Total Unpaid Rents

⑤ Paid Rents This Month

Tenant	Due Date	Date Paid	Amount	Status

GBP 0
Total Paid Rents for April, 2014

⑥ Unpaid Rents This Month

Tenant	Due Date	Amount	Status

GBP 0
Total Unpaid Rents for April, 2014

① See an overview of your properties, number of contracts and also an overview of both collected and uncollected payments for the month

② See your rent collection trend of payments received for the month

③ See your rent collection trend for payments yet to be received for the month

④ Quickly see the amount of paid and unpaid rent for all of your properties and tenants together

⑤ A detailed breakdown of all paid rent for the month

⑥ A detailed breakdown of all unpaid rent for the month

Payments **F**

Paypal payments get set as 'Paid' automatically. You can manually mark your payments as paid, pending, refunded and also approve tenants pending payments

- 📊 Landlord Dashboard
- 🏠 1. Properties ‹
- 👥 2. Tenants ‹
- 📄 3. Contracts ⌄
  - Add New Contract
  - List of Contracts
- ◆ 4. Payments ‹
- 👤 Profile Settings ‹

NEW CONTRACT Add / M

Add new contract details

ADD CONTRACT

Tenant
[▾]

Property
[▾]

Room/office/suite number
[_____]

Start date
[2014 ▾] [July ▾] [1 ▾]

End date
[2015 ▾] [July ▾] [1 ▾]

How to upgrade your subscription **G**

After your free trial, you can upgrade your subscription to a plan which suits your needs the most. This can be found in your **Profile Settings > Subscription**

[👤 Profile Settings ⌄] [Subscription]

SUBSCRIPTION INFO

Subscription Type:
Trial

Date From:
2014-07-03

Date To:
2014-10-03

You are now in trial period and it expires on 2014-10-03. Subscribe Now To Get The Full Benefits of GenieLets!

[👁 Standard] [👁 Pro] [👁 Enterprise]

GenieLets

Let's get started

So now you've decided save time writing checks to pay your rent, we're going to show you how to get started. Our quick and simple guide will help you understand all you need to know about GenieLets and how to easily pay your landlord.

Our innovative system lets you pay your rent and also check your contract at the click of a button anywhere.

Setup your profile ⓐ

Now that you've signed up as a tenant, fill in your details here in the Profile Section, no subscription because its Free!

Tenant Dashboard
🏠 Properties ‹
👥 Landlords ‹
📄 Contracts ‹
◇ Shared Payments ‹
◇ Private Payments
👤 Profile Settings ⌄
Edit Profile

Profile account details

NAME

First name
Sarah

Middle name
Claire

Last name
Andrews

Sex
Female

Date of birth
2014 ⌄ July ⌄ 5 ⌄

Notes

Payments ⓑ

Add your Landlord email address here if your planning to connect with your landlord and share payment information (Your landlord will have to approve the connection request) If not only use the Private Payment Section

Payment Completed Payments Completed

Payments settled

Paid Dues (Payment Completed)

Show 12 ⌄ Rows

Landlord	Invoice ID ▲	Due Date	Date Paid	Amount	Payment Method	Status
Smith, John	133	2014-08-06	2014-07-06	450	Cash	Paid

Showing 1 to 1 of 1 entries

PayPal

View your contract ⓒ

Once you are connected to a landlord You can see Contract in Active Contracts

📄 Contracts ⌄	Active

ACTIVE CONTRACTS Manage Contracts

List of current tenancy contracts

ACTIVE CONTRACTS

Show 12 ⌄ Rows

Property	Room # ▲	Amount	Landl
No data available in table			

Showing 0 to 0 of 0 entries

Private Payments ⓓ

Once you are connected to a landlord You can see your payment information in the Shared Payments, you can pay via paypal here, see whats due, overdue, and Mark as paid which will alert your landlord and he will approve.

PAYMENT INFO

Property
123 Upton Street ⌄

Paid date
2014 ⌄ July ⌄ 5 ⌄

Amount

Save local payment