Property Management Dashboard MVP Specification

Project Overview

Product Name: Property Management Dashboard

Version: MVP 1.0

Target Users: Property Managers

Goal: Streamline property management workflows with automated rent tracking and communication

---

Core Features

1. User Authentication & Access Control

Description: Secure login system for property managers to access their dashboard.

Requirements:

- Email/password authentication
- Secure session management
- Password reset functionality
- Single property manager account per instance (expandable later)

Acceptance Criteria:

- Property manager can create account with email verification
- Login persists across browser sessions
- Secure logout functionality
- Password must meet security requirements (8+ characters, mixed case, numbers)

---

2. Property & Unit Management

Description: Interface to add, edit, and organize rental properties and individual units.

Requirements:

- Add new properties with basic information
- Add multiple units per property
- Edit property and unit details
- View all properties and units in organized layout

Data Fields:

- **Property:** Name, address, property type, total units
- **Unit:** Unit number/name, rent amount, square footage, bedrooms, bathrooms, status (occupied/vacant)

Acceptance Criteria:

- Property manager can add unlimited properties
- Each property can have multiple units
- Unit information is clearly displayed and easily editable
- Properties and units can be archived/deactivated

---

3. Tenant Management

Description: Add and manage tenant information for each unit.

Requirements:

- Add tenant to specific units
- Store essential tenant contact information
- Track lease start/end dates
- Manage tenant status (active/former)

Data Fields:

- **Tenant:** Full name, email, phone number, emergency contact
- **Lease Info:** Start date, end date, monthly rent amount, security deposit

Acceptance Criteria:

- One tenant can be assigned per unit (expandable for roommates later)
- Tenant information is easily accessible from unit view
- Historical tenant records are maintained
- Tenant contact information can be updated

---

4. Payment Tracking System

Description: Manual payment entry and tracking system to monitor rent payments.

Requirements:

- Record rent payments for each tenant/unit

- Track payment dates and amounts

- View payment history

- Identify overdue payments

- Generate payment reports

Features:

- Mark payments as received with date and amount

- Partial payment support

- Payment method tracking (check, transfer, cash, etc.)

- Overdue payment identification with days late

- Monthly payment status overview

Acceptance Criteria:

- Payments can be logged quickly and accurately

- Payment history is accessible for each tenant

- Overdue payments are clearly highlighted

- Payment data can be exported for accounting

---

5. Document Management

Description: Upload and organize lease documents and other important files.

Requirements:

- Upload lease agreements per tenant

- Organize documents by property/unit/tenant

- Support common file formats (PDF, DOC, images)

- Secure document storage

Features:

- Drag-and-drop file upload

- Document categorization (lease, inspection, notices, etc.)

- Quick document preview

- Download capabilities

Acceptance Criteria:

- Documents upload reliably and quickly
- Files are associated with correct tenant/unit
- Documents are accessible and viewable
- File storage is secure and backed up

---

6. Automated Email Reminders

Description: Automated email system to send rent reminders and notices to tenants.

Requirements:

- Automated rent due reminders
- Overdue payment notifications
- Customizable email templates
- Scheduling and delivery tracking

Email Types:

- **Pre-due Reminder:** 3 days before rent due date
- **Due Date Reminder:** On rent due date
- **Overdue Notice:** 3 days after due date
- **Final Notice:** 7 days after due date

Features:

- Template customization with tenant/property variables
- Email delivery status tracking
- Option to disable reminders for specific tenants
- Email history log

Acceptance Criteria:

- Emails send automatically based on payment status
- Templates are professional and customizable
- Property manager receives confirmation of sent emails

- System handles email failures gracefully

Dashboard Layout & Navigation

Main Dashboard View

- Summary cards showing:
  - Total properties and units
  - Units occupied/vacant
  - Current month payments received/outstanding
  - Overdue payments count
- Recent activity feed
- Quick action buttons

Navigation Structure

- **Dashboard** - Overview and recent activity
- **Properties** - Manage properties and units
- **Tenants** - View and manage tenant information
- **Payments** - Payment tracking and history
- **Documents** - File management
- **Settings** - Email templates and account settings

Technical Requirements

Platform

- Web-based application
- Responsive design for desktop and tablet
- Modern browser support (Chrome, Firefox, Safari, Edge)

Data Storage

- Secure database for all property, tenant, and payment data
- File storage for document uploads
- Regular automated backups

Security

- SSL encryption for all data transmission

- Secure file storage with access controls

- Regular security updates

- Data privacy compliance

Performance

- Fast page load times (<3 seconds)

- Reliable email delivery

- Scalable architecture for growth

Success Metrics

User Engagement

- Daily active usage by property managers

- Time spent managing properties (should decrease with efficiency gains)

- Feature adoption rates

Business Impact

- Reduction in late rent payments

- Time saved on administrative tasks

- Improved tenant communication

Technical Performance

- 99.5% uptime target

- Email delivery rate >95%

- User satisfaction score >4.0/5.0

Future Enhancements (Post-MVP)

- Multi-property manager support

- Mobile app

- Advanced reporting and analytics

- Maintenance request management

- Online tenant portal

- Integration with accounting software

- AI-powered payment predictions

- Automated lease renewal workflows

Timeline & Milestones

Phase 1 (Weeks 1-2): User authentication, basic property/unit management

Phase 2 (Weeks 3-4): Tenant management, payment tracking

Phase 3 (Weeks 5-6): Document upload, email automation

Phase 4 (Week 7): Testing, polish, deployment

Phase 5 (Week 8): User feedback and iteration

This specification serves as the foundation for the Property Management Dashboard MVP. All features should be implemented with scalability and user experience as primary considerations.