

# Excel Property Management Dashboard

Property	Balance	Notifications	
2480	0.00	0	Reports
1029	1200.00	2	User Mgmt
35736	0.00	2	
2592	0.00	1	...
5436	0.00	0	These buttons opens various forms of your design for reports and application user management (if admin)
932	0.00	0	
2614	0.00	0	
8995	0.00	2	
9001	0.00	0	Each Notication is a button. When clicked – shows alerts and allows for user to accept/reject rent due, late fee due and shows lease expiring withn 90 days
NA	NA	0	

**Each Property** is a button.  
When clicked – opens the property Main page.  
Assume up to 10.

# Property: 2480

Balance: 0.00

Lease Expires: 6/30/23

Rent Due: 20

Late Fee: \$35

Grace period: 5

Rent: \$3200

Modify Rent Parameters

Tenant(s)

Name1

Name2

(assume max 5 roommates)

Add new roommate

Prop Start Rent

Prop Close out

**Each Tenant is a button.**  
When clicked – tenant info  
pops up plus a way to  
remove name from current  
rental and/or update user  
information

**Prop Start Rent button**  
starts a new rental  
application with potential  
new rent, late fee amount,  
due date, and # of tenants.  
**Prop Close Out button**  
closes all current tenants  
form the property and  
allows to be start new  
rental

Ledger Data Here  
(should only contain current tenant's data)