# [Your Company Name]

[Your Company Address]  
[Your Contact Information]  
[Date]

# Project Quotation and System Requirements Document

Client Name: [Client's Name]

Client Contact Information: [Client's Contact Information]

Client Company Name (if applicable): [Client's Company Name]

## Project Overview

This document outlines the system requirements and associated quotation for the development of a web-based Property Management System. The system will feature dedicated portals for tenants, landlords, and management/admin users, as well as additional website features aimed at enhancing user experience, financial management, and communication.

## System Requirements

### 1. General Website Features

• Responsive Design: Ensure the website is mobile-friendly and accessible on all devices.

• User-Friendly Navigation: Clear, intuitive menu structure for easy navigation.

### 2. Tenant Portal

• Login/Registration: Secure login and easy registration for tenants.

- Hse No:

- Name:

- Password: (personal)

• Payment System: Online rent payment with multiple payment options (credit card, bank transfer, etc.).

- Rent:

- Water Bill:

• Maintenance Request System: Ability to submit and track maintenance requests with photo/video attachments.

• Document Access: Access to lease agreements, rent receipts, and other important documents.

• Communication: Direct messaging system for communication between tenants and management.

• Notification System: Automated reminders for bill due dates, upcoming inspections, and maintenance updates.

• Account Overview: Summary of payments, outstanding balances, and transaction history.

• Feedback/Survey Section: Option for tenants to provide feedback or participate in surveys.

### 3. Landlord Portal

• Login/Registration: Secure login and easy registration for landlords.

- Name:

- Password: (personal)

• Property Overview: Detailed view of properties, including occupancy status, tenant details, and financial summaries.

• Financial Reporting: Access to financial reports, including income statements, rent rolls, and expense reports.

• Document Management: Upload and manage documents such as lease agreements, property deeds, and insurance policies.

• Communication: Direct messaging system for communication between landlords and management.

• Maintenance Requests Overview: Ability to view and approve maintenance requests and track progress.

• Notification System: Alerts for lease renewals, rent payments, notices to vacate, and maintenance issues.

### 4. Management/Admin Portal

• Dashboard: Comprehensive dashboard with an overview of all properties, corresponding landlords, tenants, and financial data.

• User Management: Ability to manage users, including tenants, landlords, and staff, with role-based access control.

• Property Management: Tools to add, update, and manage property listings, including photos, descriptions, and availability.

• Financial Management: Integrated accounting system for tracking rent payments, expenses, and generating financial reports.

• Maintenance Management: Centralized system to assign, track, and manage maintenance requests and vendor contracts.

• Communication Hub: Centralized communication platform for interacting with tenants, landlords, and vendors.

• Document Management: Repository for storing and organizing documents related to properties, leases, and legal agreements.

• Reporting and Analytics: Advanced reporting features, including custom report generation and data export options.

• Automated Notifications: System to send automated notifications and reminders for important tasks and deadlines.

• Automated Billing System: System to send automated customizable templates of receipts and invoices to both landlords and tenants. This ensures accurate business operations.

• Audit Trail: Log of all activities within the portal for transparency and compliance.

### 5. Additional Features

• Contact Forms: Easy-to-use contact forms for general inquiries, maintenance requests, and new property listings.

• Social Media Integration: Links to the management company’s social media profiles for broader engagement.

• Live Chat Support: Real-time support option for quick assistance.

## Quotation

The total cost for the development of the Property Management System is KES 55,000, excluding hosting fees. The breakdown is as follows:

1. General Website Features: KES 8,000  
 - Responsive Design and User-Friendly Navigation

2. Tenant Portal: KES 22,000  
 - Login/Registration, Payment System, Maintenance Requests, Document Access, Communication, Notifications, Account Overview, and Feedback/Survey Section

3. Landlord Portal: KES 12,500  
 - Login/Registration, Property Overview, Financial Reporting, Document Management, Communication, Maintenance Requests Overview, and Notifications

4. Management/Admin Portal: KES 10,000  
 - Dashboard, User Management, Property Management, Financial Management, Maintenance Management, Communication Hub, Document Management, Reporting and Analytics, Automated Notifications, Automated Billing System, and Audit Trail

5. Additional Features: KES 2,500  
 - Contact Forms, Social Media Integration, and Live Chat Support

Note:  
Hosting fees, ongoing maintenance, and support services are not included in this estimate but can be provided upon request. Any third-party services or licenses required will be billed separately.

Your Company Name appreciates the opportunity to provide this quotation. Please feel free to contact us if you have any questions or need further clarification.

Signature:  
[Your Name]  
[Your Position]  
[Your Company Name]