

## Project Design Phase

### Proposed Solution

Date	07-11-2025
Team ID	NM2025TMID06244
Project Name	Lease Management

#### 1. Introduction

The Proposed Solution describes the Lease Management System (LMS) in detail, explaining how it addresses the challenges identified in the ideation phase. This section outlines key system features, workflows, and interactions to ensure efficient property leasing, tenant management, rent tracking, and maintenance coordination.

#### Objectives:

Provide a detailed description of system functionalities

Show how each feature solves user problems

Include examples and real workflows for clarity

#### 2. System Overview

The LMS is a cloud-based Salesforce application designed to simplify end-to-end lease lifecycle management.

#### Core Features:

##### 1. Lease & Tenant Management

Stores lease agreements, tenant records, and contract timelines

##### 2. Automated Lease Renewal & Alerts

Sends reminders for expiring leases & auto-generates renewal notifications

##### 3. Rent Invoice Automation

Auto-generates monthly rent invoices & records payment status

#### 4. Maintenance Request Tracking

Tenants raise service requests; staff updates and closes tasks

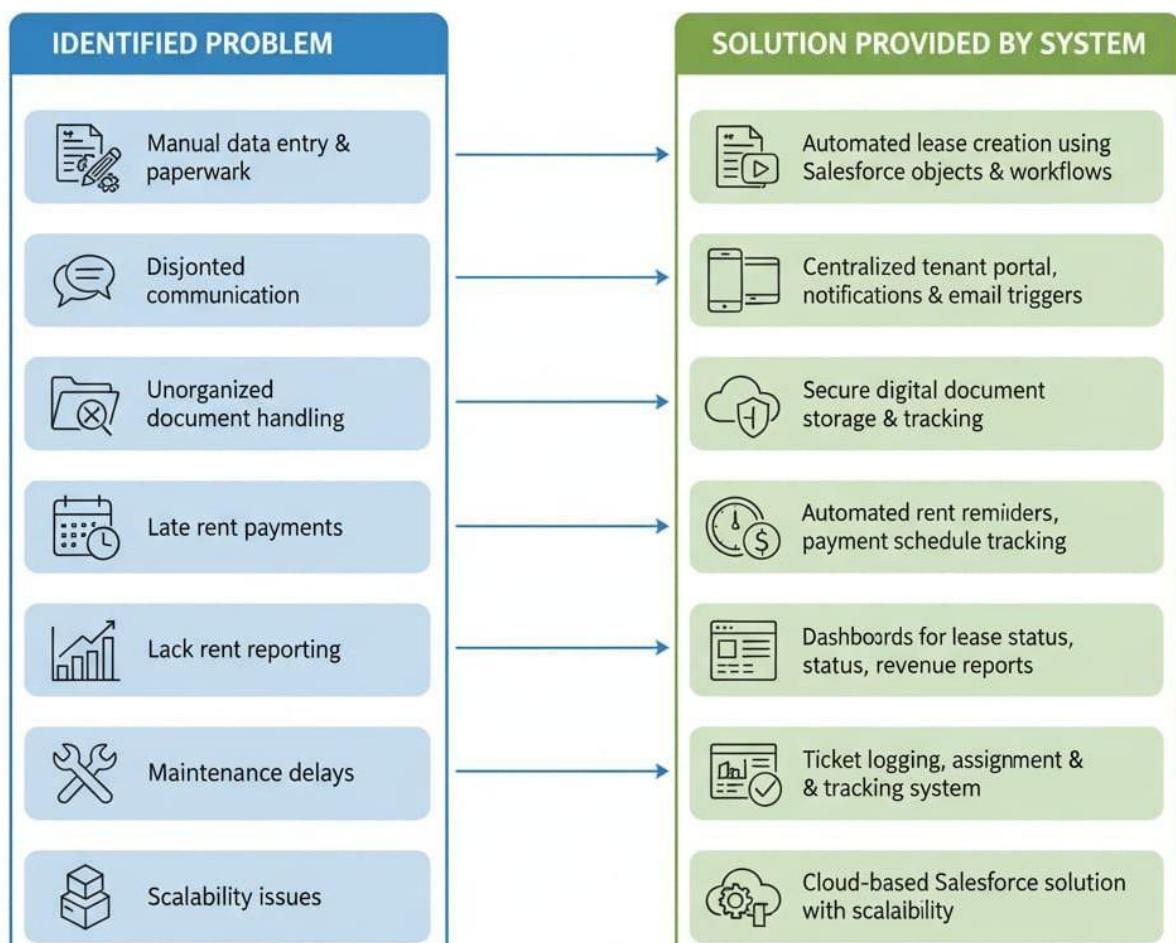
#### 5. Reporting & Analytics

Occupancy, revenue, rent dues, and maintenance performance dashboards

#### 6. Role-Based Access

Property Manager, Finance Officer, Maintenance Staff, Tenant portal views

## PROPOSED SOLUTION & PROBLEM FIT



The solution ensures end-end automation from lease creation → tenant onboarding → payment tracking → maintenance → closure

### 3. Feature Description

Feature	Description	User Impact
Lease & Property Dashboard	Displays active leases, vacant properties, renewals due	Easy tracking, prevents lease gaps
Tenant Database	Stores tenant info, lease history, communication logs	Centralized info, quick reference
Automated Rent Invoicing & Reminders	Auto-generates rent bills, sends SMS/Email reminders	Reduces manual work, improves cash flow
Online Payment Tracking	Updates payment status, flags overdue payments	Transparent finance tracking
Maintenance Requests	Tenants submit issues, maintenance assigned via system	Faster problem resolution
Renewal & Notice Alerts	Alerts sent before lease expiry	Prevents missed renewals
Reports & Dashboards	Revenue, occupancy, tenant reports	Better decisions & planning

### 4. Workflow Scenarios

#### Scenario 1: Lease Expiry & Renewal

1. System detects lease expiring within 30/60/90 days
2. Property Manager receives automated alert
3. Tenant notified by email/SMS
4. Renewal document generated
5. Updated lease details saved in LMS

**Outcome:** Eliminates missed renewals & manual tracking

#### Scenario 2: Rent Billing & Payment Tracking

1. System auto-generates monthly rent invoice

2. Tenant receives invoice notification
3. Payment recorded or updated in system
4. Overdue payment reminder triggered automatically
5. Finance dashboard updated

**Outcome:** On-time rent collection & accurate accounts



## 5. Conclusion

The Lease Management System (LMS) uses Salesforce automation, workflows, and reporting to streamline lease and tenant operations. By integrating Automated lease alerts , Invoice and payment tracking , Maintenance workflows , Reporting dashboards .