

Table of Contents

CHAPTER 1.....	4
1.1: BACKGROUND INFORMATION.....	4
1.2: ANALYSIS.....	4
1.2.1: Problem Identification.....	4
1.2.2: Problem Definition.....	5
1.2.3: System Requirements Specification.....	6
1.3: FEASIBILITY STUDY.....	12
1.3.1: Economic Feasibility.....	12
1.3.2: Technical Feasibility.....	13
1.3.3: Social Feasibility.....	13
1.4: FACT FINDING TECHNIQUES USED.....	14
1.4.1: Interviews.....	14
1.4.2: Questionnaires.....	15
1.5: DEVELOPMENT METHODOLOGY.....	16
1.6: PROJECT OBJECTIVE.....	16
CHAPTER 2.....	17
2.1: INTRODUCTION.....	17
2.2: DATABASE TABLES.....	17
2.2.1: Agent Earnings Table.....	17
2.2.2: Agents Table.....	18
2.2.3: Company Expenses Table.....	18
2.2.4: Company Income Table.....	19
2.2.5: Employees Table.....	19
2.2.6: Estates Table.....	20
2.2.7: Landlords Table.....	20
2.2.8: Remittance Table.....	21
2.2.9: Rent Payment Table.....	21
2.2.10: Tenancy Agreement Table.....	22
2.2.11: Tenants Table.....	22
2.3: FLOWCHARTS.....	23
2.3.1: Company Income Flowchart.....	24
2.3.2: Estates Flowchart.....	25
2.3.3: Expenses Flowchart.....	26
2.3.4: Rent Payment Flowchart.....	27
2.3.5: Agent Earnings Flowchart.....	28
2.4: PSEUDOCODES.....	29
2.4.1: Company Income Pseudocode.....	29
2.4.2: Estates Pseudocode.....	29

2.4.3: Expenses Pseudocode.....	30
2.4.4: Rent Payment Pseudocode.....	30
2.4.5: Agent Earnings Pseudocode.....	31
2.5: INPUT SCREENS.....	32
2.5.1: Agent Earnings Form.....	32
2.5.2 Agents Form.....	33
2.5.3: Company Expenses Form.....	34
2.5.4: Company Income Form.....	35
2.5.5: Employees Form.....	36
2.5.6: Estates Form.....	37
2.5.7: Landlords Form.....	38
2.5.8: Remittance Form.....	39
2.5.9: Rent Payment Form.....	40
2.5.10: Tenancy Agreement Form.....	41
2.5.11: Tenants Form.....	42
2.5.12: About Form.....	43
2.5.13: Splash Screen.....	44
2.6: QUERIES.....	45
2.6.1: Agent Earnings Query.....	45
2.6.2: Company Income Query.....	46
2.6.3: Defaulters Query.....	47
2.6.4: Estates Query.....	48
2.6.5: Expense Query.....	49
2.6.6: Profit Query.....	50
2.6.7: Remittance Query.....	51
CHAPTER 3.....	52
3.1: CODING.....	52
3.1.1: Codes used in the About Form.....	52
3.1.2: Codes used in the Agent Earnings Form.....	52
3.1.3: Codes used in the Agents Form.....	59
3.1.4: Codes used in the Company Expenses Form.....	65
3.1.5: Codes used in the Company Income Form.....	71
3.1.6: Codes used in the Employees Form.....	77
3.1.7: Codes used in the Estates Form.....	83
3.1.8: Codes used in the Landlords Form.....	91
3.1.9: Codes used in the Menu Form.....	97
3.1.10: Codes used in the Remittance Form.....	105
3.1.11: Codes used in the Rent Payment Form.....	112
3.1.12: Codes used in the Splash Screen.....	121
3.1.13: Codes used in the Tenancy Agreement Form.....	121
3.1.14: Codes used in the Tenants Form.....	129

CHAPTER 4.....	136
4.1: TESTING.....	136
4.1.1: Introduction.....	136
4.1.2: Sample Reports.....	139
CHAPTER 5.....	150
5.1: USER MANUAL.....	150
5.1.1: Introduction.....	150
5.1.2: Hardware requirements.....	150
5.1.3: Software requirements.....	150
5.2: USING THE SYSTEM.....	151
5.2.1: Command Names.....	151
5.2.2: Main Menu Manual.....	152
5.2.3: Agent Earnings Form Manual.....	152
5.2.4: Agents Form Manual.....	153
5.2.5: Company Income Form Manual.....	154
5.2.6: Estate Form Manual.....	155
5.2.7: Remittance Form Manual.....	156
5.2.8: Rent Payment Form Manual.....	157
CHAPTER 6.....	159
6.1: RECOMMENDATIONS.....	159
6.1.1: Perfective Maintenance.....	159
6.1.2: Corrective Maintenance.....	159
6.1.3: Adaptive Maintenance.....	159
6.2: CONCLUSION.....	160
CHAPTER 7.....	161
7.1: APPENDIX.....	161
7.2: REFERENCES.....	161
SAMPLE QUESTIONNAIRE.....	162
SAMPLE TENANCY AGREEMENT.....	173

CHAPTER 1

1.1: Background Information

The Double A Property Management Company has been there for three years since 12th May 2008. It is located in the city centre of Nairobi. Its clients are individuals, institutions or companies that may own estates to house their employees, students (Higher Education) or other tenants. The company currently has ten employees. The company offers the following services:

- Manages houses in estates.
- Allocates vacant house to tenants.
- Collects rent through hired agent in the company.
- Remits the collected rent to the landlords.

The Double A Property Management Company aims to be best company in property management in Kenya.

1.2: Analysis

1.2.1: Problem Identification

An intensive study was conducted to assess the setbacks experienced by the current manual system and the following drawbacks were noted:

- 1) The current maintenance and running cost of the manual system was high.
- 2) The process of data retrieval was very slow and tedious.
- 3) The process of data manipulation was slow as it required a more experienced personnel for interpretation.
- 4) Manual collection of rent proved to be difficult due to the rent evasive nature of most tenants and embezzlement of funds by unscrupulous agents.
- 5) The constant loss of data and frequent errors in the data.
- 6) The data was always prone to misuse and destruction due to its insecure data storage methods.

1.2.2: Problem Definition

After a thorough analysis, the current manual system was found to be very ineffective due to the many defects it contained. These defects proved to be causing many problems which are as follows:

- 1) A lot of money is used in the purchasing of equipment such as folders, paper among others. Similarly, money was also required to create space for the storage of files. Thus money is not used to develop the business instead it is used up in this area thus distorting the success of the business.
- 2) Inaccuracy of the data in the stored. This was as a result of wrong entry of data which was done by writing. This proved to be a very tedious process. Since the data entry is done by humans, the data is very prone to errors. Many landlords and tenants have lost their confidence in the company.

- 3) Lots of time is consumed during data retrieval as searching for a specific file may take a very long period of time. Similarly, data manipulation and interpretation take longer time because there is a need for more experienced employees to interpret the given data. This reduces the amount of work employees can do within a day and thus slow down company operations.
- 4) Data storage was rather insecure due to the fact that the files could easily be destroyed by rodents and pests or even fires. This often led to loss of important information. The data was highly prone to theft as one could easily steal and make copies of a given document.

1.2.3: System Requirements Specification

Following discussions with the management and staff, they came to an agreement that a computerised record management system be developed was reached. Such a system would enhance efficiency and save money by reducing expenses and consequently increase the profits. The system will enable the user to access, retrieve and store data. Specifically the system will have the following:

❖ Rent Payments Tables:

- Tenant No.
- Date of Payment
- Current Date
- No. of days defaulted
- Amount Owed

- Amount Paid
- Balance
- Mode of Payment
- Receipt No.
- House No.
- Estate No.
- Agent No.
- Remarks

❖ Tenants Table:

- Tenant Name
- Tenant No.
- Tenant Contact
- ID No.
- House No.
- House Type
- Estate No.
- Rent Amount
- Next of Kin

➤ Kin's Contact

❖ Estates Table:

➤ Estate Name

➤ Estate No.

➤ Location

➤ Estate Type

➤ Total No. of Houses

➤ Occupied Houses

➤ No. of Vacant Houses

➤ Agent No.

❖ Employees Table:

➤ Employee Name

➤ Employee No.

➤ Position

➤ Date of Birth

➤ Physical Address

➤ Contacts

➤ Salary

- Qualifications
- Date of Employment
- Gender
- Next of Kin
- Kin's Contact

❖ Expenses Table:

- Expense Type
- Amount
- Date
- Receipt No.
- Remarks

❖ Agents Table:

- Agent Name
- Agent No.
- Gender
- Date of Birth
- Contact
- Physical Address

➤ Date of Employment

➤ Estate No.

❖ Tenancy Agreement Table

➤ Document No.

➤ Date Signed

➤ Tenant No

➤ Tenant ID

➤ Agent No.

➤ Amount

➤ Deposit

➤ House No.

➤ House Type

➤ Estate No.

➤ Estate Type

❖ Landlord Table:

➤ Landlord Name

➤ Landlord No.

➤ ID No.

- Gender
- Contact
- Address
- Next of Kin
- Kin's Contact
- House No.
- Estate No.

❖ Company Income Table:

- Rent Amount Collected
- Date Collected
- Commission Earned
- Agent No.

❖ Remittance Table:

- Landlord No.
- Remittance Amount
- Date Remitted
- Receipt No.

❖ Agent Earnings

- Agent No.
- Rent Collected
- Commission Earned
- Date Paid

1.3: Feasibility Study

1.3.1: Economic Feasibility

The economic feasibility is categorised into three areas: Initial costs, Running Costs and Savings.

Initial and Running Costs:

Cost Element	Amount (Ksh.)
Installation of computers and other peripheral devices in the reception office, accountant's office and manager's office.	900,000.00
Networking of computers, servers and data storage equipment	500,000.00
Training of users	650,000.00
Establishment of I.T. department: salaries for the four operators (each gets Ksh. 23,000.00)	1,104,000.00

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Page 12

per month for 12 months)

Total Costs	Ksh. 3,154,000.00
<hr/>	
Benefits	Value(Ksh.)
Reduced Stationary costs	1,350,000.00
Redundant old staff	1,500,000.00
Discontinued filing	2,000,000.00
Increased Security	975,000.00
Total Saving	5,825,000.00

1.3.2: Technical Feasibility

The company currently running on a manual system thus computers are not present for installation of the system. This makes installation of the system quite challenging and very long.

1.3.3: Social Feasibility

Most of the employees in the firm had fear of losing their jobs due to the plan of implementing the new system. It is therefore important to reassure the staff that

appropriate training would be provided. Those to be negatively affected will be deployed to other areas.

1.4: Fact Finding Techniques Used

There are various methods used to collect facts needed to design the system. They included interviews and direct observation.

1.4.1: Interviews

This involved direct interaction with the employees, management, agents and landlords. Here are some of the important questions asked during interviews:

- What data entry and storage methods are used?
- How many employees are there?
- How efficient is the current system?
- What are the advantages and disadvantages of the current system?

This helped us to know the basics of the systems and what the users needed for the new system.

Advantages of Interviews

- 1) First hand information was obtained.
- 2) Questions can be rephrased for clarification and to probe the interviewee further.
- 3) Non-verbal communication can be used and observed

Disadvantages of Interviews

- 1) They are time consuming.
- 2) They may be difficult to organise
- 3) The interviewee may not be open on some issues as they may be personal
- 4) It is expensive due to transport and costs

1.4.2: Questionnaires

This is a special document that allowed collection of information and opinions from the people who received and responded to it.

Advantages of Questionnaires

- 1) They are filled and returned in privacy hence more sincere responses are given.
- 2) The respondent can fill the questionnaire at their own pace.
- 3) One can reach many respondents.

Disadvantages of Interviews

- 1) Good questionnaires are hard to prepare.
- 2) The respondent may give erroneous answers due to ambiguity of the language used.

1.5: Development Methodology

Structured Approach

This approach defines a set of stages that should be followed when developing a system. Each stage was well documented and specified the activities carried out while developing a system.

1.6: Project Objective

General Objective

The overall objective of this project is to create an efficient record management system for Double A Property Management Company

Specific Objective

The main objective of this project is to understand the problem and produce a report, design and develop the actual system and train the essential system users on how to optimally use the system.

CHAPTER 2

2.1: Introduction

This chapter discusses the design part of the system. As Double A Property Management System was under development, the expected results were laid out and developer aimed at making this a reality. The developer took a technical approach to the task. This task was divided into smaller tasks known modules which made it easier as each task was dealt with individually. This was done through the use of database tables, pseudo codes and flowcharts

2.2: Database Tables

The developer used Microsoft Access 2007 to construct all the database tables. The following are the tables contained in the database:

2.2.1: Agent Earnings Table

This table stores all the details of how the agents are paid their commission from their rent collections.

Agent_Earnings_Table		
	Field Name	Data Type
	Agent_No	Text
	Rent_Collected	Currency
	Commission_Earned	Currency
	Date_Paid	Date/Time

2.2.2: Agents Table

This table stores personal details of an agent and which estate he or she is assigned to manage.

Field Name	Data Type	
Agent_Name	Text	Name of the agent
Agent_No	Text	An assigned number for record keeping
Gender	Text	Gender of the agent
Date_of_Birth	Date/Time	The date at which the agent was born
Date_of_Employment	Date/Time	The date at which the employee was
Contacts	Text	The phone contacts of the agent
Address	Text	The physical address of the agent
Estate_No	Text	An assigned number for record keeping

2.2.3: Company Expenses Table

This table stores the various expenses undertaken by the company and also tracks whether the expense has been cleared.

Field Name	Data Type	
Expense_Type	Text	The type of expense to be undertaken
Amount	Currency	The amount of money used
Date	Date/Time	The date at which cost was incurred
Receipt_No	Text	An assigned number for record keeping
Remarks	Text	This states whether the expense was cleared

2.2.4: Company Income Table

In this table, the company stores details on its income from the rent collected, when it was collected and which agent collected the money.

Company_Income_Table		
Field Name	Data Type	
Rent_Amount_Collected	Currency	The amount of rent collected
Date_Collected	Date/Time	The date at which payment was collected
Commission_Earned	Currency	The amount of money the company earns
Agent_No	Text	An assigned number for record keeping

2.2.5: Employees Table

This table stores details on the employees who work for the company.

Employees_Table		
Field Name	Data Type	
Employee_Name	Text	Name of the employee
Employee_No	Text	An assigned number for record keeping
Gender	Text	The gender of the employee
Position	Text	What the employee does for the company
Contacts	Text	The employee's phone number
Address	Text	The physical address of the employee
Date_of_Employment	Text	The date at which the employee was employed
Date_of_Birth	Text	The date at which the employee was born
Next_of_Kin	Text	The nearest relative of the employee
Kin's_Contact	Text	The relative's phone contacts
Basic_Salary	Text	The monthly amount of money paid to the employee
Qualifications	Text	The level of education of the employee

2.2.6: Estates Table

This table stores details on the various estates that are managed by the company and which agent has been assigned to the estate.

Estates_Table		
Field Name	Data Type	
Estate_Name	Text	Name of the agent
Estate_No	Text	An assigned number for record keeping
Estate_Location	Text	The location of the estate
Estate_Type	Text	The type of estate in terms of size
Total_No_of_Houses	Text	Gives the total number of houses
Occupied_Houses	Text	Gives the number of occupied houses
Vacant_Houses	Text	Gives the number of vacant houses
Agent_No	Text	An assigned number for record keeping

2.2.7: Landlords Table

This table store details on the landlords who have handed their property to the company to collect rent and assign houses to new tenants.

Landlord Tables		
Field Name	Data Type	
Landlord_Name	Text	The name of the landlord
Landlord_No	Text	An assigned number for record keeping
Landlord_ID	Text	The national ID number of the landlord
Gender	Text	Gives the gender of the landlord
Contacts	Text	The phone contacts of the landlord
Address	Text	The physical address of the landlord
Next_of_Kin	Text	The nearest family member of the landlord
Kins_Contact	Text	The contact of this family member
House_No	Text	An assigned number for record keeping
Estate_No	Text	An assigned number for record keeping

2.2.8: Remittance Table

This table keeps track of the amount of money that is remitted to the landlords after the company has collected its commission.

Field Name	Data Type	Description
Landlord_No	Text	An assigned number for record keeping
Rent_Amount_Collected	Currency	The rent collected in a given period
Commission	Currency	The amount earned by the company
Remittance_Amount	Currency	The amount of money which is to be paid to the landlord
Date_Remitted	Date/Time	The date at which payment was remitted
Receipt_No	Text	An assigned number for record keeping

2.2.9: Rent Payment Table

This table controls how rent is collected from the tenants at a given period.

Field Name	Data Type	
Tenant_No	Text	An assigned number for record keeping
Date_of_Payment	Date/Time	The date at which payment was effected
Current_Date	Date/Time	The date at the given time
Amount_Owed	Currency	The exact amount to be paid
Amount_Paid	Currency	The exact amount that was paid
Balance	Currency	The amount yet to be cleared
Mode_of_Payment	Text	The mode in which payment
Receipt_No	Text	An assigned number for record keeping
House_No	Text	An assigned number for record keeping
No of days defaulted	Text	The number of days which one has defaulted in payment
House_Type	Text	The type of house in terms of size
Estate_No	Text	An assigned number for record keeping
Agent_No	Text	An assigned number for record keeping
Remarks	Text	Identifies whether a tenant has defaulted in payment or not

2.2.10: Tenancy Agreement Table

This table keeps details of the agreements signed by new tenants.

Tenancy_Agreement_Table		
Field Name	Data Type	
Document_No	Text	An assigned number for record keeping
Date_Signed	Date/Time	The date at which the document was signed
Tenant_No	Text	An assigned number for record keeping
Tenant_ID	Text	The national ID number of the tenant
Agent_No	Text	An assigned number for record keeping
House_No	Text	An assigned number for record keeping
House_Type	Text	The type of house in terms of size
Estate_No	Text	An assigned number for record keeping
Estate_Type	Text	The type of estate in terms of size
Amount	Currency	The starting amount to be paid by the tenant
Deposit	Currency	The amount first paid by the tenant

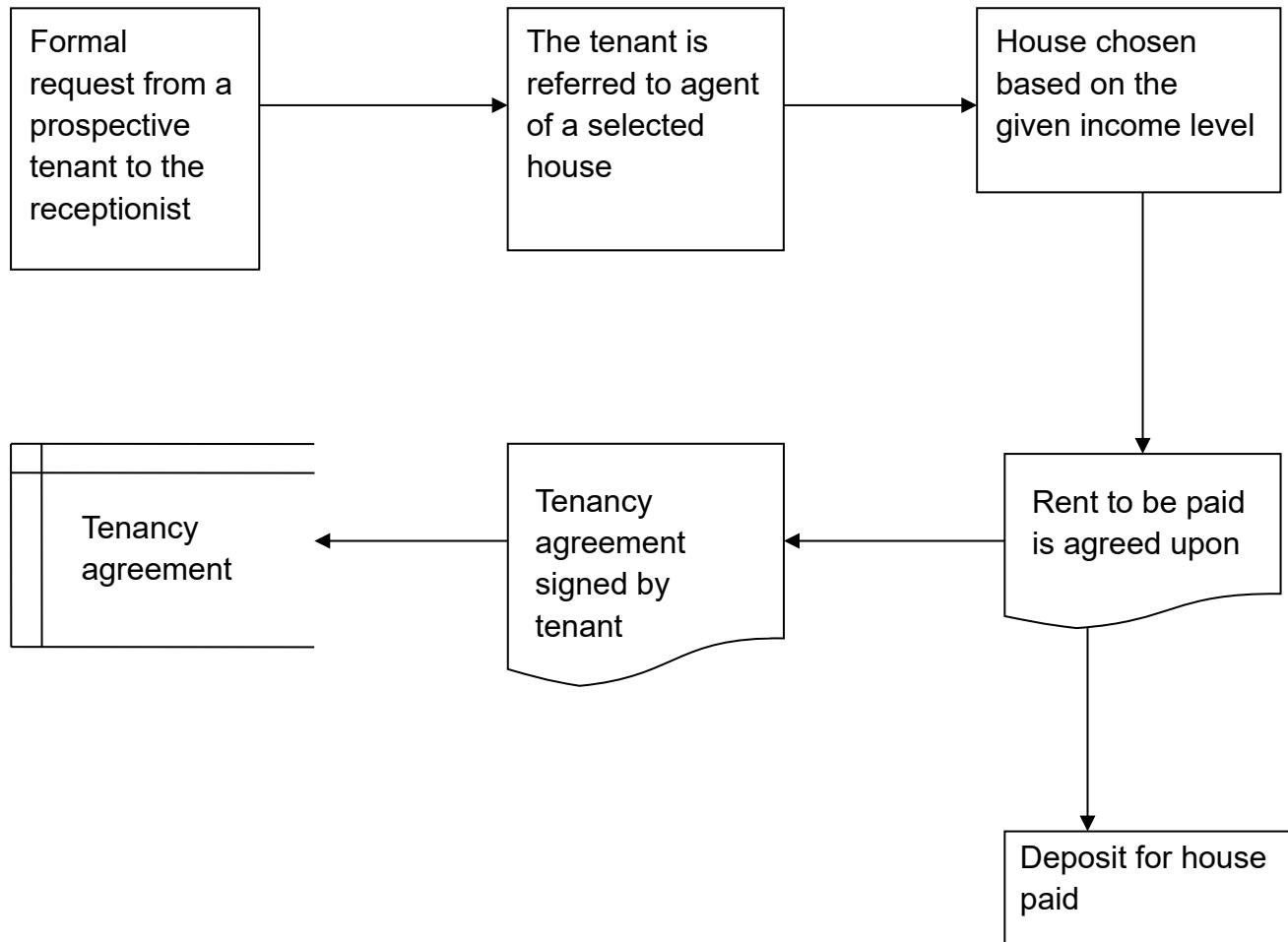
2.2.11: Tenants Table

This table stores details of the tenants who live in the various houses managed by the company.

Tenants_Table		
Field Name	Data Type	
Tenant_Name	Text	Name of the tenant
Tenant_No	Text	An assigned number for record keeping
Tenant_ID	Text	The national ID number of the tenant
Contacts	Text	This is the phone contacts of the tenants
House_No	Text	An assigned number for record keeping
House_Type	Text	The type of house in terms of size
Estate_No	Text	An assigned number for record keeping
Rent_Amount	Currency	The amount of monthly rent that is paid
Next_of_Kin	Text	The nearest relative of the tenant
Kins_Contact	Text	The relative's phone contacts

2.3: Flowcharts

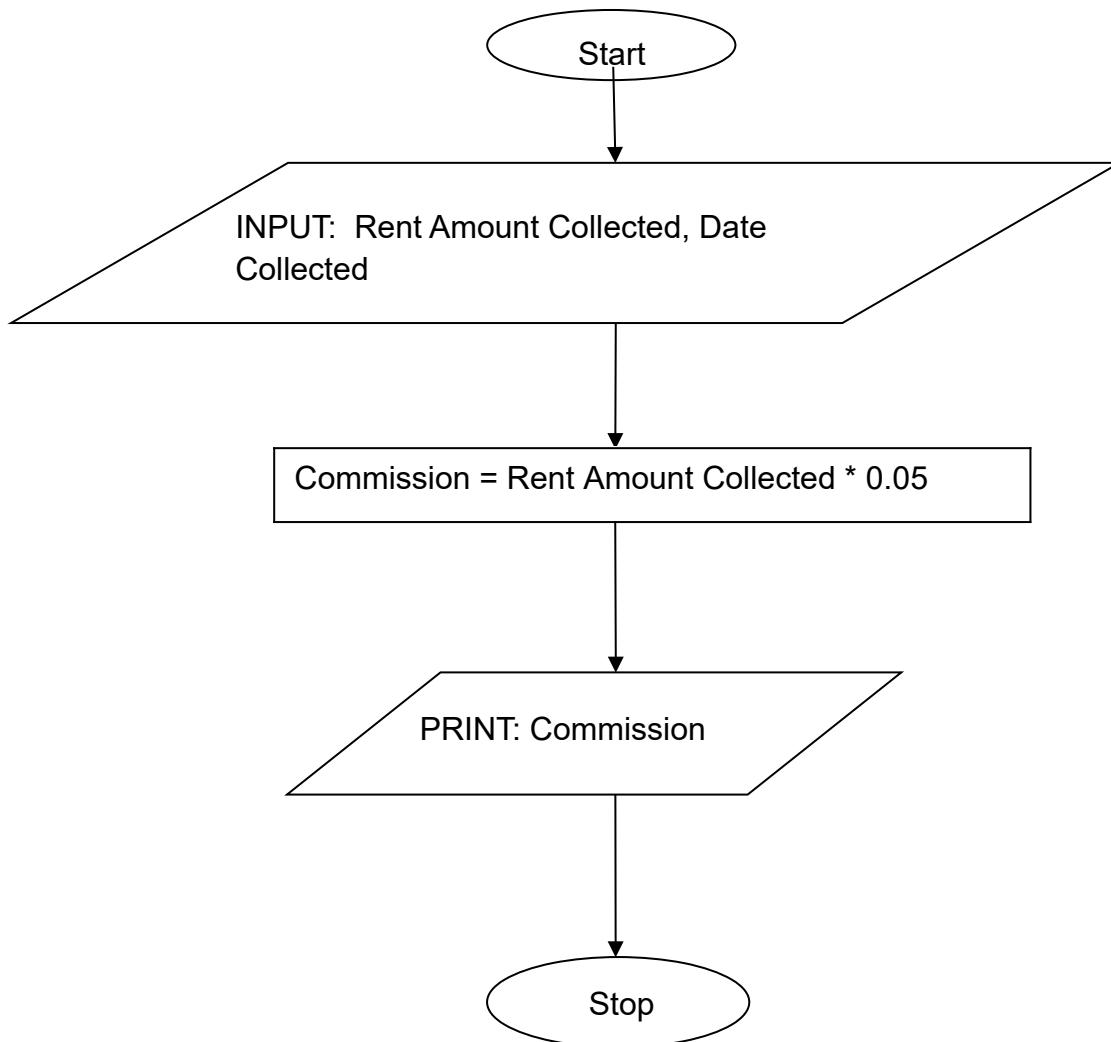
A system flowchart is a systematic diagram that represents how certain programs and systems work by showing the tasks in a regulated flow. Below is the system flow diagram for the program.



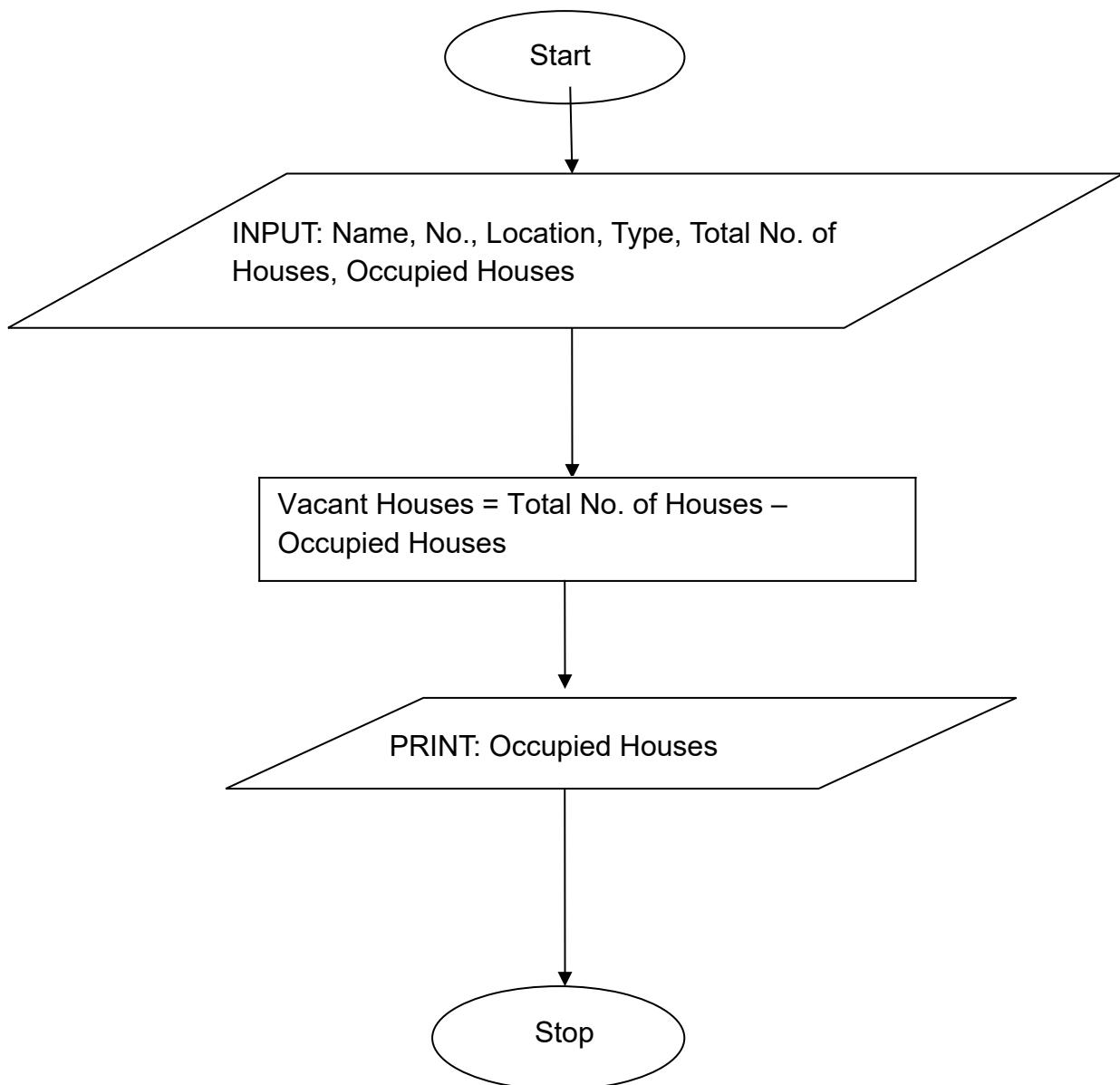
The types of flowcharts include:

- Company Income
- Estates
- Expenses
- Rent Payment
- Agent Earnings

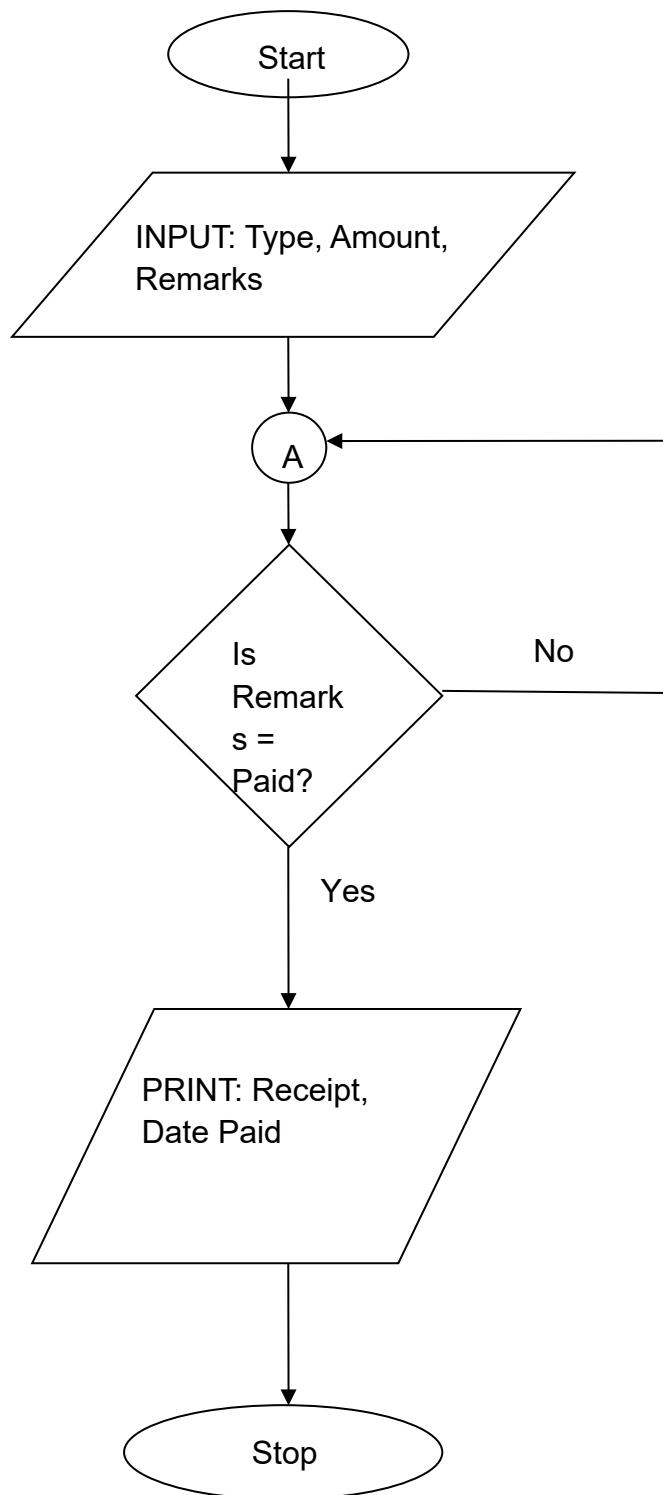
2.3.1: Company Income Flowchart



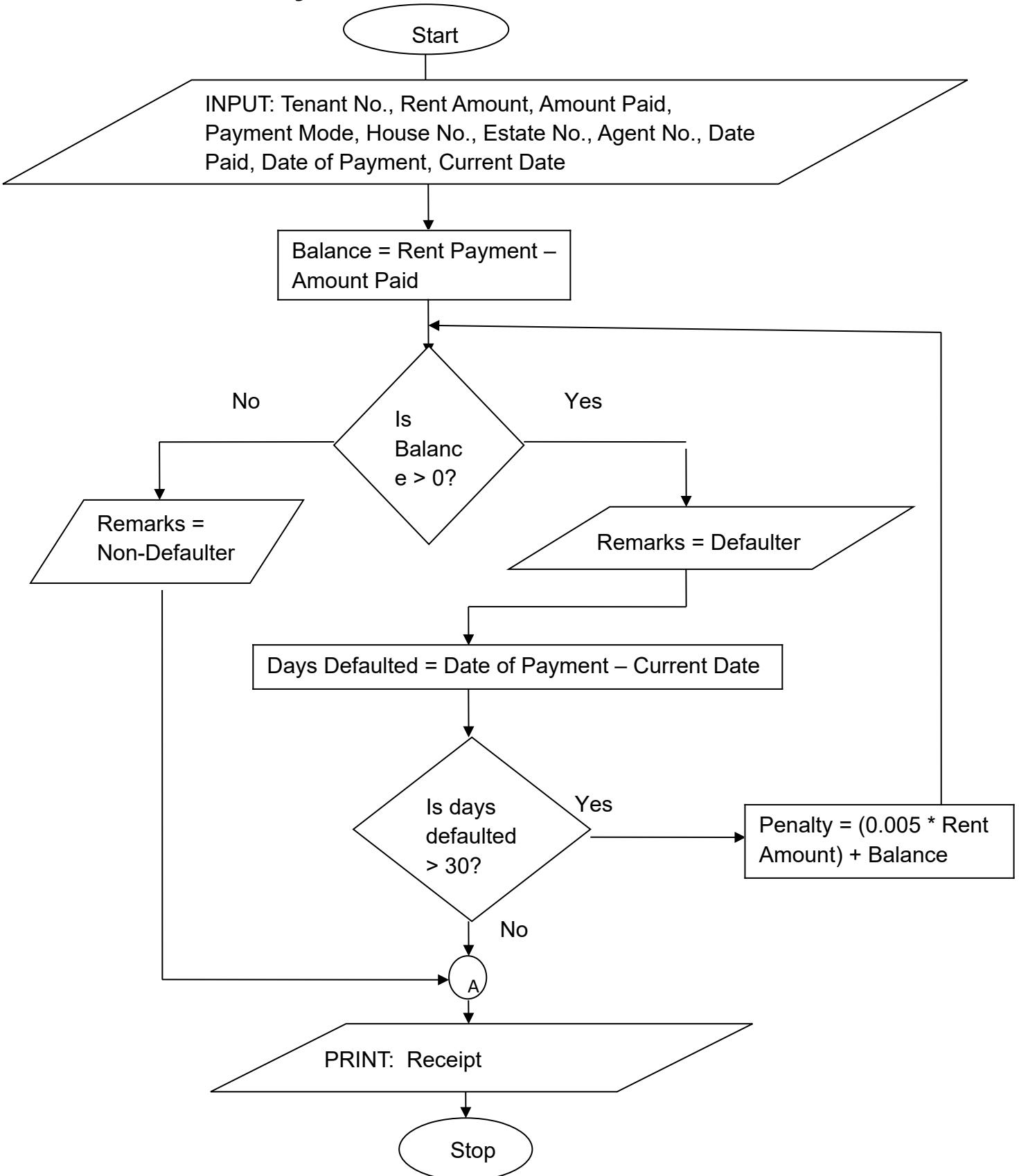
2.3.2: Estates Flowchart



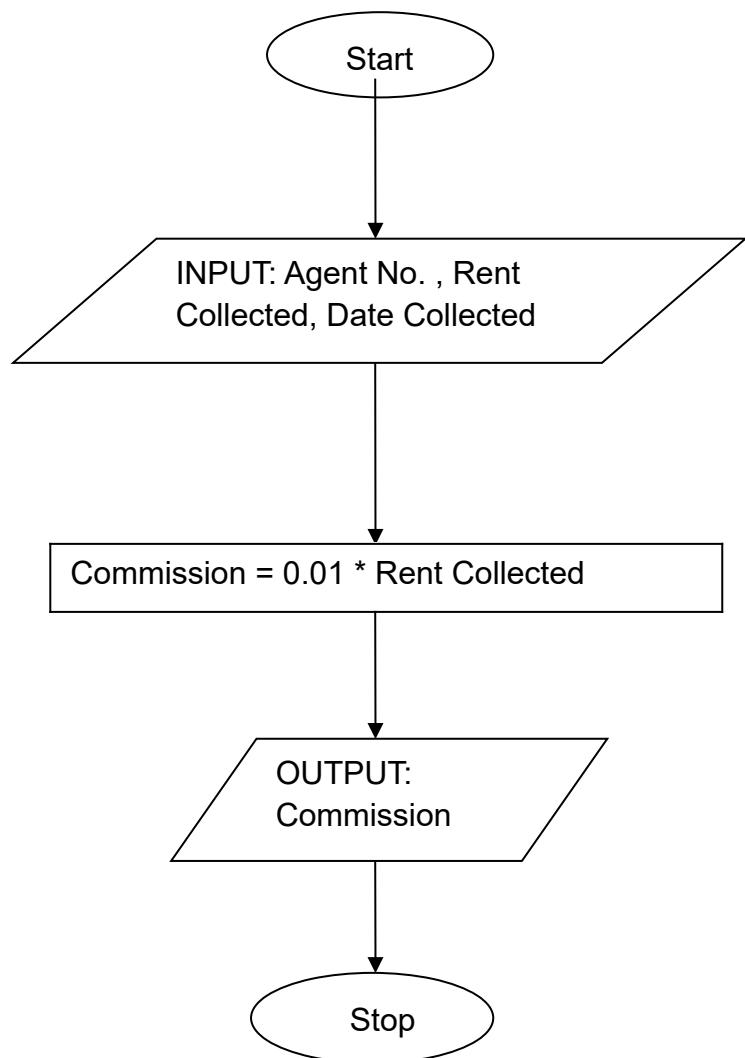
2.3.3: Expenses Flowchart



2.3.4: Rent Payment Flowchart



2.3.5: Agent Earnings Flowchart



2.4: Pseudocodes

A pseudo code is a collection of programming statements written in a language close to human natural language in order to give a better understanding of how the system or program works.

2.4.1: Company Income Pseudocode

START

PRINT "Enter Rent Amount Collected, Date Collected"

INPUT Rent Amount Collected, Date Collected

Commission = Rent Amount Collected * 0.05

PRINT: Commission

STOP

2.4.2: Estates Pseudocode

START

PRINT: "Enter Name, No., Location, Type, Total No. of Houses, Occupied Houses"

INPUT: Name, No., Location, Type, Total No. of Houses, Occupied Houses

Vacant Houses = Total No. of Houses – Occupied Houses

PRINT: Occupied Houses

STOP

2.4.3: Expenses Pseudocode

START

INPUT: Type, Amount, Remarks

IF Remarks = Paid

THEN PRINT: Receipt, Date Paid

ELSE REPEAT

UNTIL Remarks = Paid

ENDIF

STOP

2.4.4: Rent Payment Pseudocode

START

PRINT: "Enter Tenant No., Rent Amount, Amount Paid, Payment Mode,
House No., Estate No., Agent No., Date Paid, Date of Payment, Current Date"

INPUT: Tenant No., Rent Amount, Amount Paid, Payment Mode, House No.,
Estate No., Agent No., Date Paid, Date of Payment, Current Date

Balance = Rent Payment – Amount Paid

IF Balance > 0

THEN Remarks = Defaulter

Days Defaulted = Date of Payment – Current Date

IF days defaulted > 30

THEN Penalty = (0.005 * Rent Amount) + Balance

ELSE PRINT: Receipt

ELSE Remarks = Non-Defaulter

PRINT: Receipt

ENDIF

ENDIF

STOP

2.4.5: Agent Earnings Pseudocode

START

PRINT: "Enter Agent No., Rent Collected, Date Collected"

INPUT: Agent No., Rent Collected, Date Collected

Commission = 0.01 * Rent Collected

OUTPUT: Commission

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Page 31

STOP

2.5: Input Screens

2.5.1: Agent Earnings Form

The form is titled "AGENT EARNINGS" in large, bold, uppercase letters at the top left. It contains several input fields and buttons:

- "AGENT NO." with a text input field.
- "RENT COLLECTED" with a text input field.
- "COMMISSION EARNED" with a text input field.
- "DATE PAID" with a text input field.
- A button labeled "CALCULATE" positioned above the date field.
- A search function box containing "KEY IN AGENT NO." with a "SEARCH" button.
- Navigational buttons: "FIRST", "PREVIOUS", "NEXT", and "LAST".
- Action buttons: "ADD NEW", "SAVE", "DELETE", and "EXIT FORM".

2.5.2 Agents Form

The image shows a woman in a professional black blazer and white shirt, smiling. She is holding a small, brown-roofed house model in her right hand. The background is a plain, light color.

AGENTS

NAME	<input type="text"/>	DATE OF BIRTH	<input type="text"/>
NO.	<input type="text"/>	CHOOSE GENDER	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
CONTACTS	<input type="text"/>	ADDRESS	<input type="text"/>
ESTATE NO.	<input type="text"/>	DATE OF EMPLOYMENT	<input type="text"/>
KEY IN THE AGENT		SEARCH	
FIRST	PREVIOUS	NEXT	LAST
<input type="button" value="ADD NEW"/>	<input type="button" value="SAVE"/>	<input type="button" value="DELETE"/>	<input type="button" value="EXIT FORM"/>

2.5.3: Company Expenses Form

COMPANY EXPENSES

EXPENSE
TYPE

KEY IN RECEIPT NO.

EXPENSE
AMOUNT

SEARCH

DATE

RECEIPT NO.

REMARKS

FIRST

PREVIOUS

NEXT

LAST

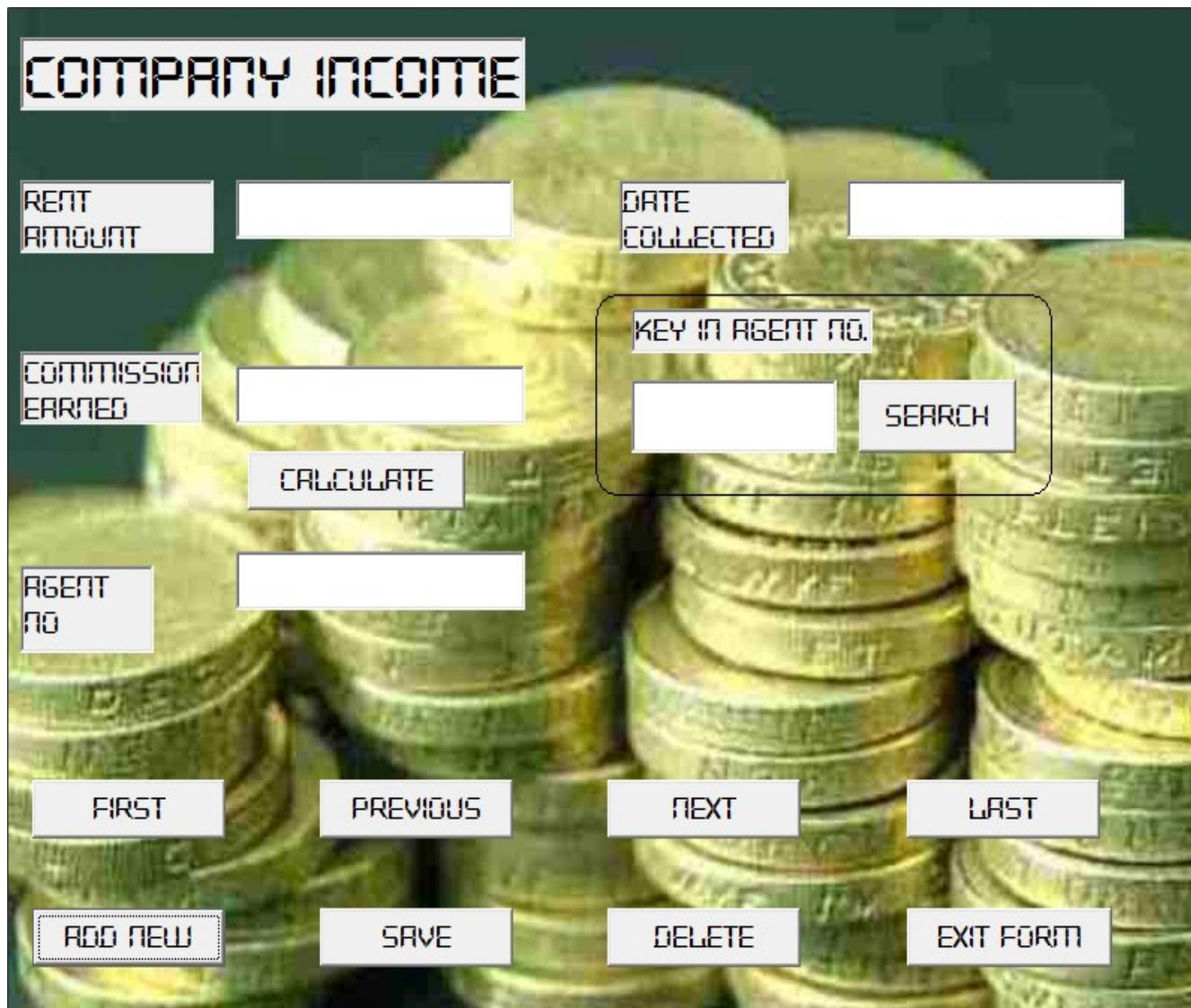
ADD NEW

SAVE

DELETE

EXIT FORM

2.5.4: Company Income Form



The form is titled "COMPANY INCOME" in large, bold, black letters at the top left. It features several input fields and buttons:

- RENT AMOUNT:** An input field with a placeholder box.
- DATE COLLECTED:** An input field with a placeholder box.
- COMMISSION EARNED:** An input field with a placeholder box.
- AGENT NO:** An input field with a placeholder box.
- CALCULATE:** A button below the commission field.
- KEY IN AGENT NO.:** A placeholder box inside a rounded rectangle.
- SEARCH:** A button next to the search placeholder box.
- FIRST:** A button on the left side of the page.
- PREVIOUS:** A button next to the first button.
- NEXT:** A button next to the previous button.
- LAST:** A button on the right side of the page.
- ADD NEW:** A button at the bottom left.
- SAVE:** A button next to the add new button.
- DELETE:** A button next to the save button.
- EXIT FORM:** A button at the bottom right.

2.5.5: Employees Form

EMPLOYEES

EMPLOYEE NAME		EMPLOYEE NO.	
POSITION		CONTACTS	
ADDRESS		DATE OF BIRTH	
CHOOSE GENDER		KEY IN EMPLOYEE NO.	
<input type="radio"/> MALE		<input type="text"/>	SEARCH
<input type="radio"/> FEMALE			
NEXT OF KIN		KIN'S CONTRACT	
DATE OF EMPLOYMENT		SALARY	
QUALIFICATIONS			
FIRST		PREVIOUS	NEXT
ADD NEW		SAVE	DELETE
			LAST
			EXIT FORM

2.5.6: Estates Form

The form is titled "ESTATES" in large, bold, black letters at the top left. It contains several input fields and buttons:

- ESTATE NAME:** [Text Box]
- ESTATE NO.:** [Text Box]
- CHOOSE ESTATE TYPE:** [List Box]
 - LOW INCOME
 - MIDDLE INCOME
 - HIGH INCOME
- ESTATE LOCATION:** [Text Box]
- KEY IN ESTATE NO.:** [Text Box]
- SEARCH:** [Button]
- OCCUPIED HOUSES:** [Text Box]
- TOTAL NO. OF HOUSES:** [Text Box]
- NO. OF VACANT HOUSES:** [Text Box]
- AGENT NO.:** [Text Box]
- CHECK FOR VACANT HOUSES:** [Text Box]
- FIRST:** [Button]
- PREVIOUS:** [Button]
- NEXT:** [Button]
- LAST:** [Button]
- ADD NEW:** [Text Box with dotted border]
- SAVE:** [Text Box]
- DELETE:** [Text Box]
- EXIT FORM:** [Text Box]

2.5.7: Landlords Form

The image shows a software interface for managing landlords. The title 'LANDLORDS' is at the top left. The form includes fields for NAME, ID NO., ADDRESS, CONTACTS, KIN'S CONTRACTS, and HOUSE NO. It also features a 'CHOOSE GENDER' section with radio buttons for MALE and FEMALE. Navigation buttons include FIRST, PREVIOUS, NEXT, LAST, ADD NEW, SAVE, DELETE, and EXIT FORM. A search function is provided with a 'KEY IN LANDLORD NO.' input field and a SEARCH button. The background of the form is semi-transparent, showing two men in an office environment.

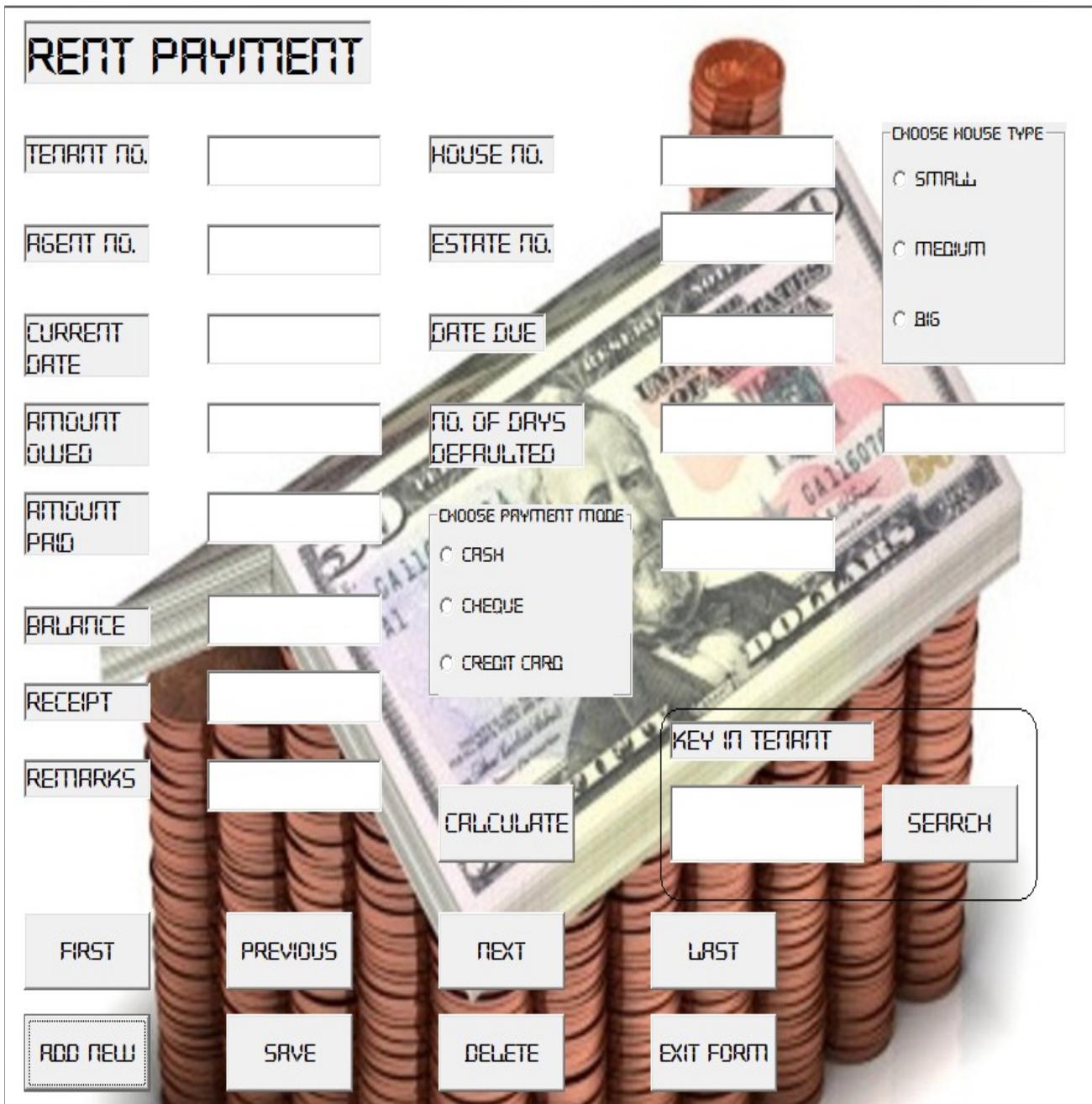
NAME		NO.	
ID NO.		CHOOSE GENDER	
ADDRESS		<input type="radio"/> MALE	
CONTACTS		<input type="radio"/> FEMALE	
KIN'S CONTRACTS		NEXT OF KIN	
ESTATE NO.		KEY IN LANDLORD NO.	
FIRST	PREVIOUS	SEARCH	
ADD NEW	SAVE	DELETE	LAST
EXIT FORM			

2.5.8: Remittance Form

The form is titled "REMITTANCE" in large, bold, black letters at the top left. It contains several input fields and buttons:

- LANDLORD NO. (input field)
- RECEIPT NO. (input field)
- COMMISSION (input field)
- DATE REMITTED (input field)
- RENT AMOUNT COLLECTED (input field)
- REMITTANCE AMOUNT (input field)
- CALCULATE (button)
- KEY IN LANDLORD NO. (input field)
- SEARCH (button)
- FIRST (button)
- PREVIOUS (button)
- NEXT (button)
- LAST (button)
- ADD NEW (button)
- SAVE (button)
- DELETE (button)
- EXIT (button)

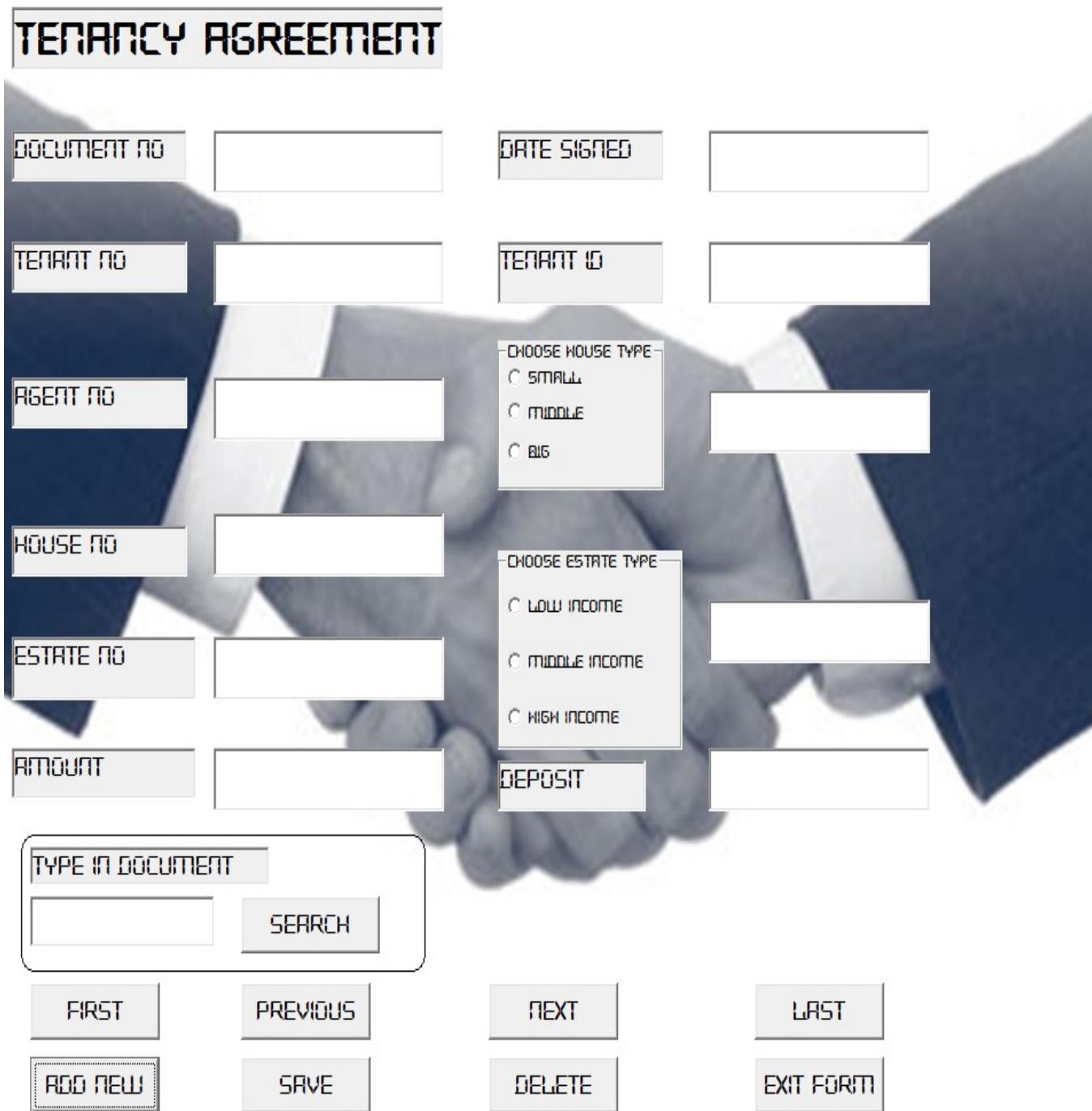
2.5.9: Rent Payment Form



RENT PAYMENT

TENANT NO.	<input type="text"/>	HOUSE NO.	<input type="text"/>	CHOOSE HOUSE TYPE
AGENT NO.	<input type="text"/>	ESTATE NO.	<input type="text"/>	<input type="radio"/> SMALL
CURRENT DATE	<input type="text"/>	DATE DUE	<input type="text"/>	<input type="radio"/> MEDIUM
AMOUNT OWED	<input type="text"/>	NO. OF DAYS DEFULTED	<input type="text"/>	<input type="radio"/> BIG
AMOUNT PAID	<input type="text"/>	CHOOSE PAYMENT MODE		
BALANCE	<input type="text"/>	<input type="radio"/> CASH <input type="radio"/> CHEQUE <input type="radio"/> CREDIT CARD		
RECEIPT	<input type="text"/>	<input type="button" value="CALCULATE"/>		
REMARKS	<input type="text"/>	<input type="button" value="KEY IN TENANT"/>		
FIRST	<input type="button" value="PREVIOUS"/>	<input type="button" value="NEXT"/>	<input type="button" value="LAST"/>	<input type="button" value="SEARCH"/>
<input type="button" value="ADD NEW"/>	<input type="button" value="SAVE"/>	<input type="button" value="DELETE"/>	<input type="button" value="EXIT FORM"/>	

2.5.10: Tenancy Agreement Form



TENANCY AGREEMENT

DOCUMENT NO		DATE SIGNED	
TENANT NO		TENANT ID	
AGENT NO		CHOOSE HOUSE TYPE	
HOUSE NO		<input type="radio"/> SMALL	
ESTATE NO		<input type="radio"/> MIDDLE	
AMOUNT		<input type="radio"/> BIG	
		CHOOSE ESTATE TYPE	
		<input type="radio"/> LOW INCOME	
		<input type="radio"/> MIDDLE INCOME	
		<input type="radio"/> HIGH INCOME	
		DEPOSIT	

TYPE IN DOCUMENT

2.5.11: Tenants Form

The image shows a person's hands interacting with a computer screen. The screen displays a software interface for managing tenants. The interface includes fields for Tenant Name, Tenant No., Kin's Contact, House No., Estate No., Tenant ID, Contracts, Next of Kin, Choose House Type (with options Small, medium, and Big), Rent Amount, and search functions. Buttons for First, Previous, Next, Last, Add New, Save, Delete, and Exit are also visible.

TENANTS

TENANT NAME

TENANT NO.

KIN'S CONTACT

HOUSE NO.

ESTATE NO.

TENANT ID

CONTACTS

NEXT OF KIN

CHOOSE HOUSE TYPE

SMALL

medium

BIG

RENT AMOUNT

TYPE IN TENANT NO.

SEARCH

FIRST

PREVIOUS

NEXT

LAST

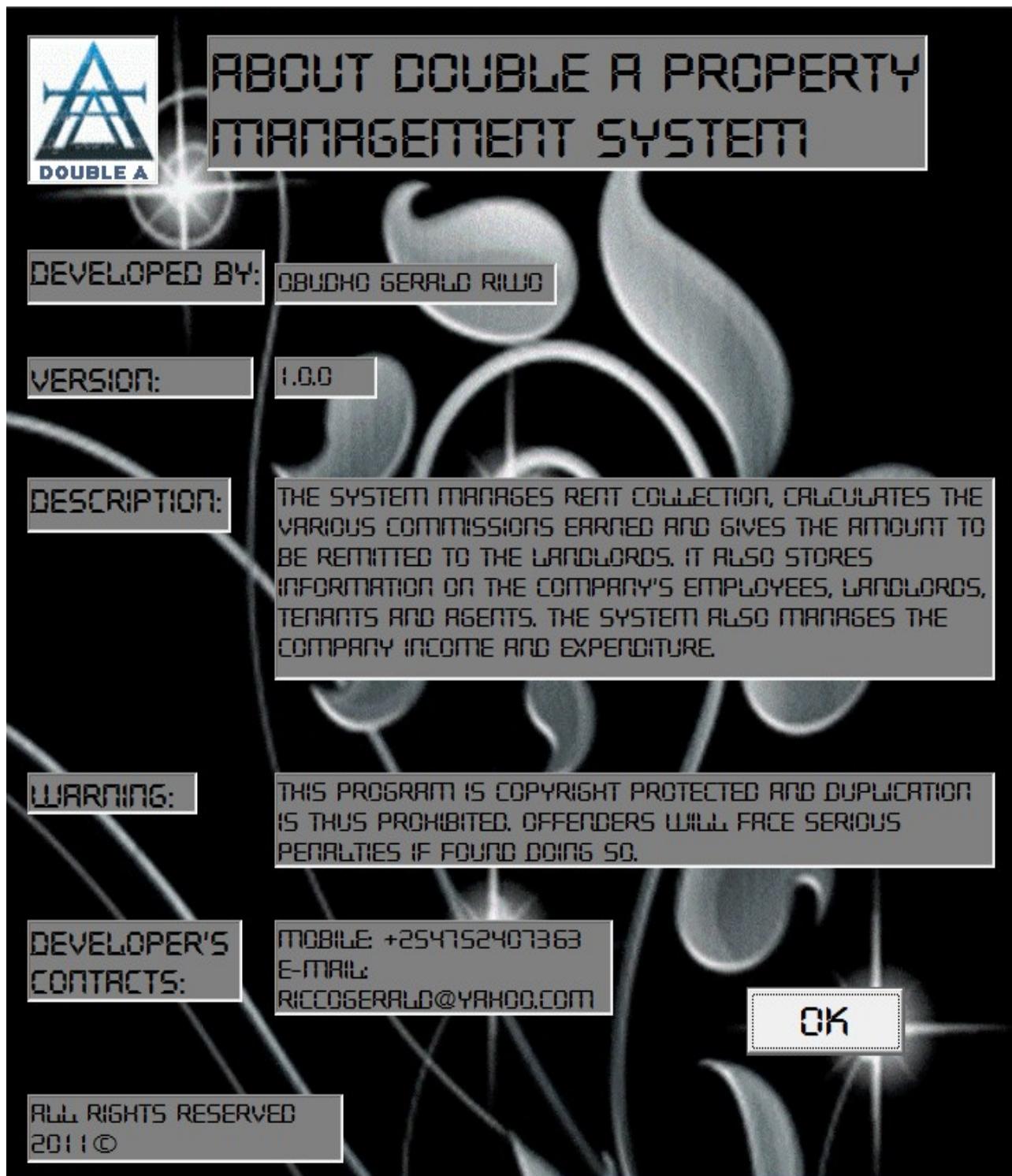
ADD NEW

SAVE

DELETE

EXIT

2.5.12: About Form



2.5.13: Splash Screen



2.6: Queries

2.6.1: Agent Earnings Query

The screenshot shows the 'Agent Earnings Query' window. At the top, there's a title bar with the window name. Below it is a preview pane showing the structure of the 'Agent_Earnings_Table'. The table has a single row with fields: Agent_No, Rent_Collected, Commission_Earne, and Date_Paid. The 'Commission_Earne' field is highlighted with a red border. Below the preview is a query definition grid. The first row contains the fields: 'Field: Agent_No', 'Table: Agent_Earnings_Table', 'Total: Group By', 'Sort: ', 'Show: checked', and 'Criteria: or:'. The second row contains: 'Commission_Earned', 'Agent_Earnings_Table', 'Group By', 'Sum', and two empty checkboxes. The third row contains: 'Date_Paid By Month:', 'Group By', 'Sum', and two empty checkboxes. The fourth row contains: 'Sum Of Rent_Collecte', 'Agent_Earnings_Table', 'Group By', and two empty checkboxes. The fifth row contains: 'Year([Agent_Earnings_...]', 'Group By', and two empty checkboxes.

Field:	Agent_No	Table:	Agent_Earnings_Table	Total:	Group By	Show:	Criteria:	or:
						<input checked="" type="checkbox"/>		
						<input checked="" type="checkbox"/>		
						<input checked="" type="checkbox"/>		
						<input checked="" type="checkbox"/>		
						<input type="checkbox"/>		

2.6.2: Company Income Query

The screenshot shows the Microsoft Access query design window. The title bar reads "Company Income Query". In the upper pane, there is a table named "Company_Income_T..." with fields: *, Rent_Amount_Colle, Date_Collected, Commission_Earne, and Agent_No. The "Date_Collected" field is currently selected. The lower pane contains the query definition grid:

Field:	Date_Collected By	Sum Of Rent_Amount	Sum Of Commission_Earne	Year([Company_Income_T...]
Table:	Company_Income_T...	Sum	Sum	
Total:	Group By			Group By
Sort:				
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria: or:				

2.6.3: Defaulters Query

The screenshot shows the Microsoft Access query design window. The title bar says "Defaulters Query". The top pane displays the "Rent_Payment_Table" with fields: Tenant_No, Date_of_Payment, Current_Date, Amount_Owed, Amount_Paid, and Balance. The bottom pane shows the query criteria grid:

Field:	Tenant_No	Date_of_Payment	Amount_Owed	Amount_Paid	Balance: [Amount_Ow]	House_No
Table:	Rent_Payment_Table	Rent_Payment_Table	Rent_Payment_Table	Rent_Payment_Table	Rent_Payment_Table	Rent_Payment_Table
Sort:						
Show:	<input checked="" type="checkbox"/>					
Criteria:					>0	
or:						

2.6.4: Estates Query

The screenshot shows the Estates Query window with the following details:

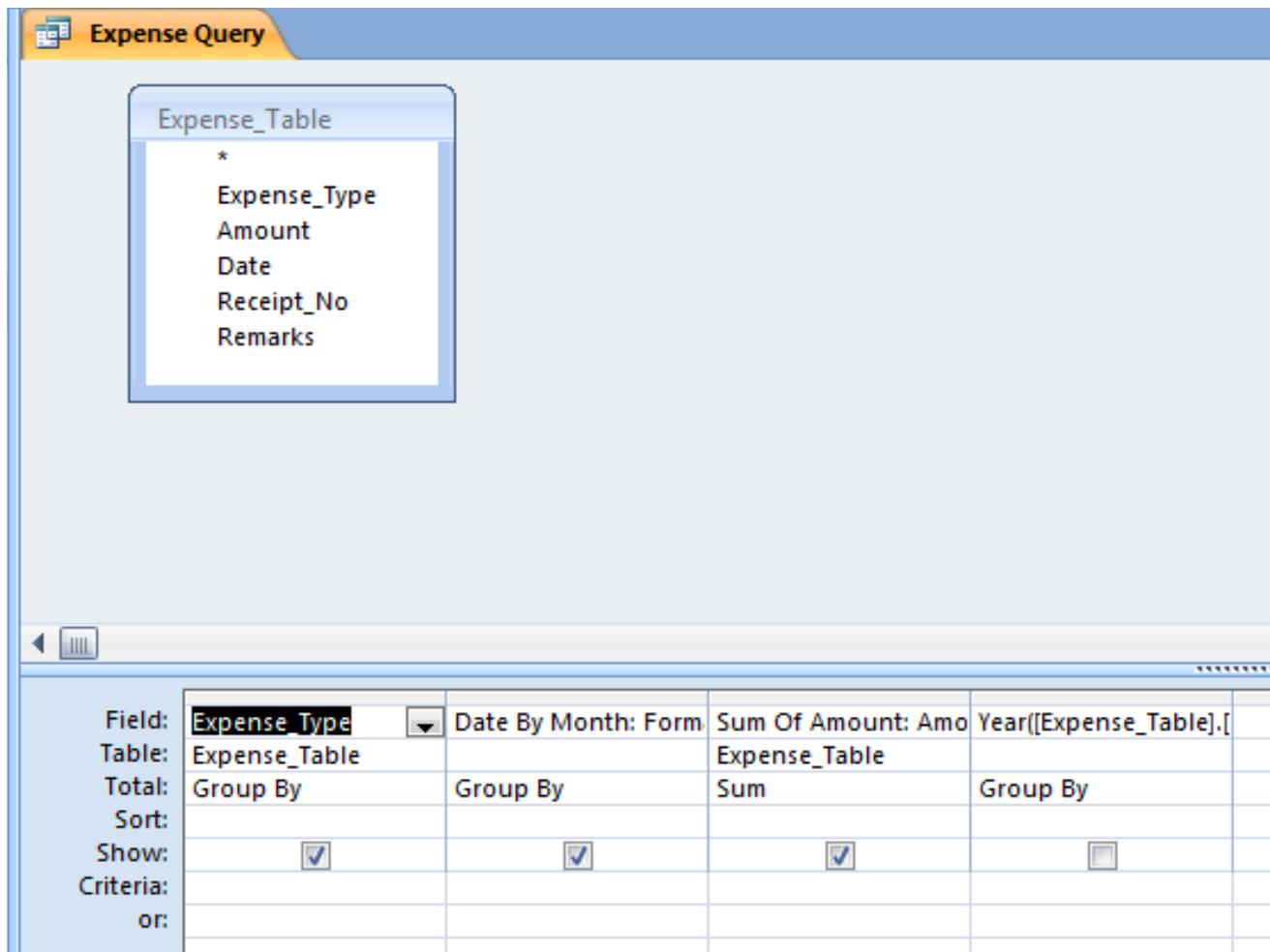
Estates_Table Fields:

- *
- Estate_Name
- Estate_No
- Estate_Location
- Estate_Type
- Total_No_of_Ho
- Occupied_Hous

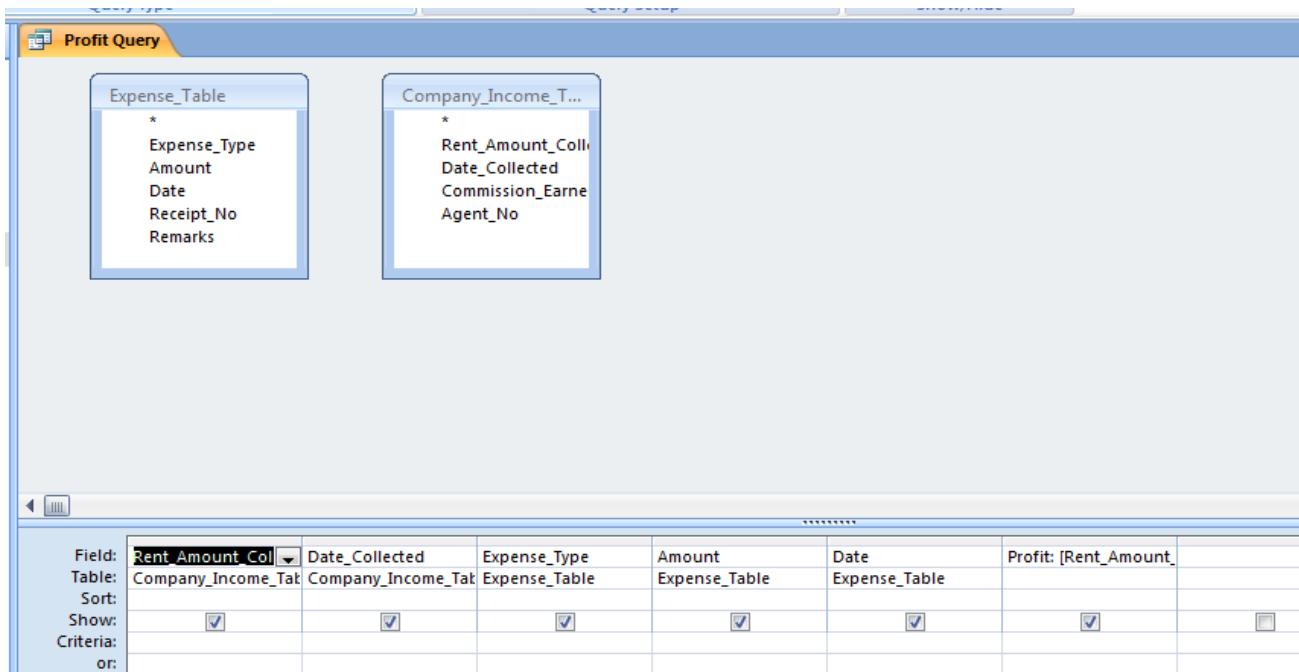
Query Criteria:

Field:	Table:	Sort:	Show:	Criteria:	or:
Estate_No	Estates_Table		<input checked="" type="checkbox"/>		
Estate_Type	Estates_Table		<input checked="" type="checkbox"/>		
Total_No_of_Houses	Estates_Table		<input checked="" type="checkbox"/>		
Occupied_Houses	Estates_Table		<input checked="" type="checkbox"/>		
Vacant_Houses: [Total]			<input checked="" type="checkbox"/>		

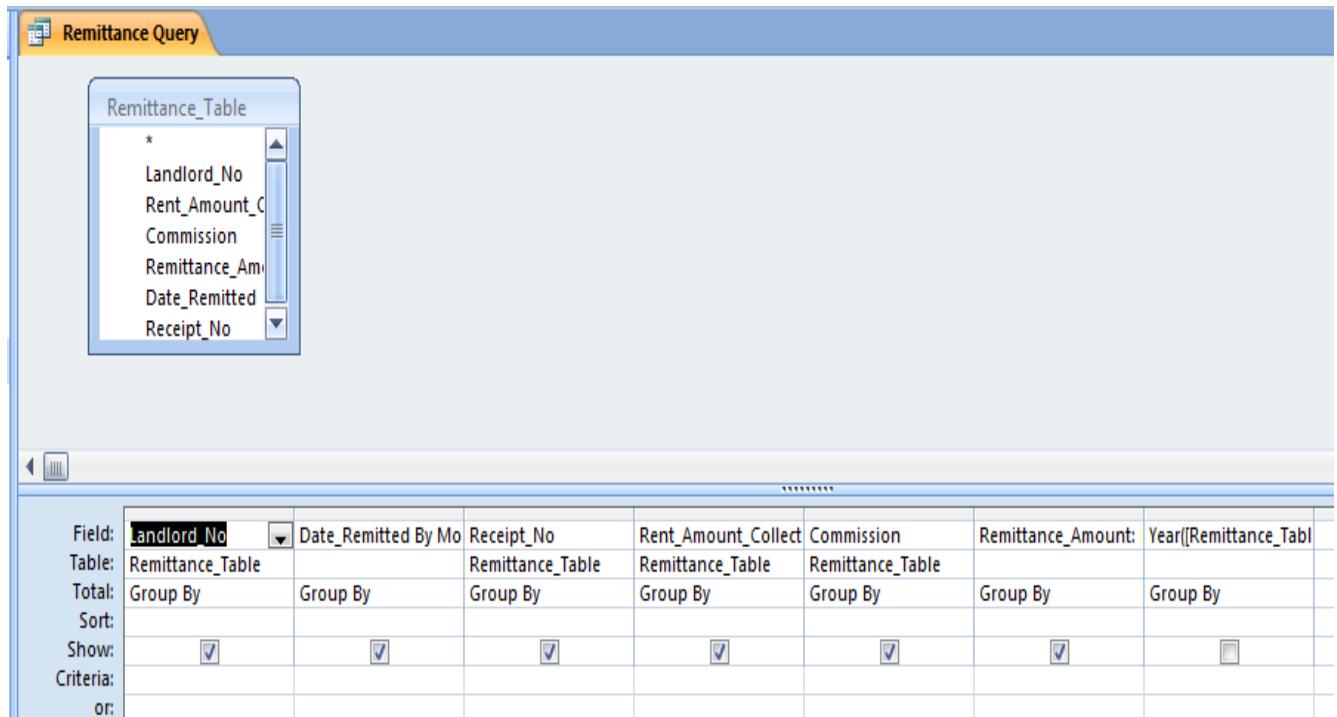
2.6.5: Expense Query



2.6.6: Profit Query



2.6.7: Remittance Query



CHAPTER 3

3.1: Coding

3.1.1: Codes used in the About Form

```
Private Sub Command1_Click()
```

```
Unload Me
```

```
menuform.Show
```

```
End Sub
```

3.1.2: Codes used in the Agent Earnings Form

```
Private Sub Command1_Click()
```

```
'If MsgBox("Add New Record?", vbYesNo + vbQuestion, "Add New?") = vbYes Then
```

```
'Command7.Enabled = False
```

```
'Command6.Enabled = False
```

```
'Command8.Enabled = False
```

```
'Command5.Enabled = False
```

```
'Command4.Enabled = False
```

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401105016

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Page 52

```
Adodc1.Recordset.AddNew
```

```
'End If
```

```
End Sub
```

```
Private Sub Command2_Click()
```

```
With Adodc1.Recordset
```

```
If Text1.Text = "" Or Text2.Text = "" Or Text3.Text = "" Or Text4.Text = "" Or  
Text5.Text = "" Or Text6.Text = "" Or Text7.Text = "" Then
```

```
MsgBox "Please fill in all the details", vbExclamation + vbOKOnly, "Error"
```

```
Else
```

```
Adodc1.Recordset.Save
```

```
MsgBox "Record saved", vbOKOnly + vbInformation, "SAVED"
```

```
'Command7.Enabled = True
```

```
'Command6.Enabled = True
```

```
'Command8.Enabled = True
```

```
'Command5.Enabled = True
```

```
'Command4.Enabled = True
```

```
End If
```

```
End With
```

```
End Sub
```

```
Private Sub Command3_Click()
```

```
Adodc1.Recordset.Delete
```

```
On Error GoTo HANDLER
```

```
With rsDelete
```

```
If MsgBox("Are you sure you want to Delete this record?", vbOKCancel, "DELETE")
```

```
= vbOK Then
```

```
.Delete
```

```
MsgBox ("Remember, you cannot retrieve the data once deleted!" & "DELETE")
```

```
End If
```

```
Exit Sub
```

```
HANDLER:
```

```
MsgBox "The record has been successfully deleted."
```

```
End With
```

End Sub

Private Sub Command4_Click()

Unload Me

menuform.Show

End Sub

Private Sub Command5_Click()

Adodc1.Recordset.MoveFirst

If Adodc1.Recordset.BOF = True Then

MsgBox ("This is the first record")

End If

End Sub

Private Sub Command6_Click()

Adodc1.Recordset.MovePrevious

With Adodc1.Recordset

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Page 55

If .BOF = True Then

MsgBox ("First record")

.MoveNext

End If

End With

End Sub

Private Sub Command7_Click()

Adodc1.Recordset.MoveNext

If Adodc1.Recordset.EOF = True Then

MsgBox ("No more records")

Adodc1.Recordset.MoveFirst

End If

End Sub

Private Sub Command8_Click()

Adodc1.Recordset.MoveLast

If Adodc1.Recordset.EOF = True Then

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Page 56

MsgBox ("This is the Last record")

End If

End Sub

Private Sub Command9_Click()

Dim Valsearch As String

search = Text8.Text

search = Trim\$(search)

If search <> "" Then

With Adodc1.Recordset

.MoveFirst

.Find "[Agent_No]="" & search & """

If .EOF Then

 MsgBox "The Agent Number you specified was not found. Please ensure
 that you typed the correct Agent Number", vbOKOnly + vbExclamation, "Search
 result"

 Adodc1.Refresh

Else

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Page 57

MsgBox "Record found!"

End If

 Text8.Text = ""

End With

End If

End Sub

Private Sub Option1_Click()

If Option1.Enabled = True Then

 Text9.Text = "Male"

End If

End Sub

Private Sub Option2_Click()

If Option2.Enabled = True Then

 Text9.Text = "Female"

End If

End Sub

3.1.3: Codes used in the Agents Form

```
Private Sub Command1_Click()
    'If MsgBox("Add New Record?", vbYesNo + vbQuestion, "Add New?") = vbYes Then
    'Command7.Enabled = False
    'Command6.Enabled = False
    'Command8.Enabled = False
    'Command5.Enabled = False
    'Command4.Enabled = False
    Adodc1.Recordset.AddNew
    'End If
End Sub
```

```
Private Sub Command2_Click()
    With Adodc1.Recordset
        If Text1.Text = "" Or Text2.Text = "" Or Text3.Text = "" Or Text4.Text = "" Or
        Text5.Text = "" Or Text6.Text = "" Or Text7.Text = "" Then
            MsgBox "Please fill in all the details", vbExclamation + vbOKOnly, "Error"
    End With
End Sub
```

Else

Adodc1.Recordset.Save

MsgBox "Record saved", vbOKOnly + vbInformation, "SAVED"

'Command7.Enabled = True

'Command6.Enabled = True

'Command8.Enabled = True

'Command5.Enabled = True

'Command4.Enabled = True

End If

End With

End Sub

Private Sub Command3_Click()

Adodc1.Recordset.Delete

On Error GoTo HANDLER

With rsDelete

```
If MsgBox("Are you sure you want to Delete this record?", vbOKCancel, "DELETE")  
= vbOK Then  
.Delete
```

```
MsgBox ("Remember, you cannot retrieve the data once deleted!" & "DELETE")
```

```
End If
```

```
Exit Sub
```

HANDLER:

```
MsgBox "The record has been successfully deleted."
```

```
End With
```

```
End Sub
```

```
Private Sub Command4_Click()
```

```
Unload Me
```

```
menuform.Show
```

```
End Sub
```

```
Private Sub Command5_Click()
```

```
Adodc1.Recordset.MoveFirst
```

```
If Adodc1.Recordset.BOF = True Then
```

```
    MsgBox ("This is the first record")
```

```
End If
```

```
End Sub
```

```
Private Sub Command6_Click()
```

```
    Adodc1.Recordset.MovePrevious
```

```
    With Adodc1.Recordset
```

```
        If .BOF = True Then
```

```
            MsgBox ("First record")
```

```
        .MoveNext
```

```
    End If
```

```
End With
```

```
End Sub
```

```
Private Sub Command7_Click()
```

```
    Adodc1.Recordset.MoveNext
```

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Page 62

```
If Adodc1.Recordset.EOF = True Then  
    MsgBox ("No more records")  
  
    Adodc1.Recordset.MoveFirst  
  
End If  
  
End Sub
```

```
Private Sub Command8_Click()  
  
    Adodc1.Recordset.MoveLast  
  
    If Adodc1.Recordset.EOF = True Then  
        MsgBox ("This is the Last record")  
  
    End If  
  
End Sub
```

```
Private Sub Command9_Click()  
  
    Dim Valsearch As String  
  
    search = Text8.Text  
  
    search = Trim$(search)
```

```
If search <> "" Then  
  
    With Adodc1.Recordset  
  
        .MoveFirst  
  
        .Find "[Agent_No]="" & search & """  
  
        If .EOF Then  
  
            MsgBox "The Agent Number you specified was not found. Please ensure  
that you typed the correct Agent Number", vbOKOnly + vbExclamation, "Search  
result"  
  
            Adodc1.Refresh  
  
        Else  
  
            MsgBox "Record found!"  
  
        End If  
  
        Text8.Text = ""  
  
    End With  
  
End If  
  
End Sub
```

Private Sub Option1_Click()

If Option1.Enabled = True Then

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```
Text9.Text = "Male"
```

```
End If
```

```
End Sub
```

```
Private Sub Option2_Click()
```

```
If Option2.Enabled = True Then
```

```
Text9.Text = "Female"
```

```
End If
```

```
End Sub
```

3.1.4: Codes used in the Company Expenses Form

```
Private Sub Command1_Click()
```

```
Adodc1.Recordset.MoveFirst
```

```
If Adodc1.Recordset.BOF = True Then
```

```
MsgBox ("This is the first record")
```

```
End If
```

```
End Sub
```

```
Private Sub Command2_Click()
```

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Page 65

Adodc1.Recordset.MovePrevious

With Adodc1.Recordset

If .BOF = True Then

MsgBox ("First record")

.MoveNext

End If

End With

End Sub

Private Sub Command3_Click()

Adodc1.Recordset.MoveNext

If Adodc1.Recordset.EOF = True Then

MsgBox ("No more records")

Adodc1.Recordset.MoveFirst

End If

End Sub

Private Sub Command4_Click()

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Page 66

```
Adodc1.Recordset.MoveLast
```

```
If Adodc1.Recordset.EOF = True Then
```

```
    MsgBox ("This is the Last record")
```

```
End If
```

```
End Sub
```

```
Private Sub Command5_Click()
```

```
'If MsgBox("Add New Record?", vbYesNo + vbQuestion, "Add New?") = vbYes Then
```

```
'Command3.Enabled = False
```

```
'Command2.Enabled = False
```

```
'Command4.Enabled = False
```

```
'Command1.Enabled = False
```

```
'Command8.Enabled = False
```

```
Adodc1.Recordset.AddNew
```

```
'End If
```

```
End Sub
```

```
Private Sub Command6_Click()
```

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Page 67

With Adodc1.Recordset

```
If Text1.Text = "" Or Text2.Text = "" Or Text3.Text = "" Or Text4.Text = "" Or  
Text5.Text = "" Then
```

```
MsgBox "Please fill in all the details", vbExclamation + vbOKOnly, "Error"
```

Else

```
Adodc1.Recordset.Save
```

```
MsgBox "Record saved", vbOKOnly + vbInformation, "SAVED"
```

```
'Command3.Enabled = True
```

```
'Command2.Enabled = True
```

```
'Command4.Enabled = True
```

```
'Command1.Enabled = True
```

```
'Command8.Enabled = True
```

End If

End With

End Sub

```
Private Sub Command7_Click()
    Adodc1.Recordset.Delete
    On Error GoTo HANDLER
    With rsDelete
        If MsgBox("Are you sure you want to Delete this record?", vbOKCancel, "DELETE") = vbOK Then
            .Delete
            MsgBox ("Remember, you cannot retrieve the data once deleted!" & "DELETE")
        End If
    Exit Sub
    HANDLER:
    MsgBox "The record has been successfully deleted."
End With
End Sub
```

Private Sub Command8_Click()

Unload Me

menuform.Show

End Sub

Private Sub Command9_Click()

Dim Valsearch As String

search = Text6.Text

search = Trim\$(search)

If search <> "" Then

With Adodc1.Recordset

.MoveFirst

.Find "[Receipt_No]="" & search & """

If .EOF Then

 MsgBox "The record you specified was not found. Please ensure that you
typed the correct Receipt Number", vbOKOnly + vbExclamation, "Search result"

 Adodc1.Refresh

Else

 MsgBox "Record found!"

End If

Text6.Text = ""

End With

End If

End Sub

3.1.5: Codes used in the Company Income Form

Private Sub Command1_Click()

Adodc1.Recordset.MoveFirst

If Adodc1.Recordset.BOF = True Then

MsgBox ("This is the first record")

End If

End Sub

Private Sub Command10_Click()

Dim Valsearch As String

search = Text6.Text

search = Trim\$(search)

```
If search <> "" Then  
  
    With Adodc1.Recordset  
  
        .MoveFirst  
  
        .Find "[Agent_No]="" & search & """  
  
        If .EOF Then  
  
            MsgBox "The record you specified was not found. Please ensure that you  
typed the correct agent number", vbOKOnly + vbExclamation, "Search result"  
  
            Adodc1.Refresh  
  
        Else  
  
            MsgBox "Record found!"  
  
        End If  
  
        Text6.Text = ""  
  
    End With  
  
End If  
  
End Sub
```

Private Sub Command2_Click()

Adodc1.Recordset.MovePrevious

With Adodc1.Recordset

If .BOF = True Then

MsgBox ("First record")

.MoveNext

End If

End With

End Sub

Private Sub Command3_Click()

Adodc1.Recordset.MoveNext

If Adodc1.Recordset.EOF = True Then

MsgBox ("No more records")

Adodc1.Recordset.MoveFirst

End If

End Sub

Private Sub Command4_Click()

Dim one, result As Double

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401105016

Consolata School

Page 73

```
one = Val(Text1.Text)
```

```
result = one * 0.04
```

```
Text2.Text = result
```

```
End Sub
```

```
Private Sub Command5_Click()
```

```
Adodc1.Recordset.MoveLast
```

```
If Adodc1.Recordset.EOF = True Then
```

```
MsgBox ("This is the Last record")
```

```
End If
```

```
End Sub
```

```
Private Sub Command6_Click()
```

```
'If MsgBox("Add New Record?", vbYesNo + vbQuestion, "Add New?") = vbYes Then
```

```
'Command3.Enabled = False
```

```
'Command2.Enabled = False
```

```
'Command5.Enabled = False
```

```
'Command1.Enabled = False
```

Obudho Gerald Riwo

401105016

Consolata School

Page 74

```
'Command9.Enabled = False
```

```
Adodc1.Recordset.AddNew
```

```
'End If
```

```
End Sub
```

```
Private Sub Command7_Click()
```

```
With Adodc1.Recordset
```

```
If Text1.Text = "" Or Text2.Text = "" Or Text3.Text = "" Or Text4.Text = "" Or  
Text5.Text = "" Then
```

```
MsgBox "Please fill in all the details", vbExclamation + vbOKOnly, "Error"
```

```
Else
```

```
Adodc1.Recordset.Save
```

```
MsgBox "Record saved", vbOKOnly + vbInformation, "SAVED"
```

```
'Command3.Enabled = True
```

```
'Command2.Enabled = True
```

```
'Command5.Enabled = True
```

```
'Command1.Enabled = True
```

```
'Command9.Enabled = True
```

```
End If
```

```
End With
```

```
End Sub
```

```
Private Sub Command8_Click()
```

```
Adodc1.Recordset.Delete
```

```
On Error GoTo HANDLER
```

```
With rsDelete
```

```
If MsgBox("Are you sure you want to Delete this record?", vbOKCancel, "DELETE")
```

```
= vbOK Then
```

```
.Delete
```

```
MsgBox ("Remember, you cannot retrieve the data once deleted!" & "DELETE")
```

```
End If
```

```
Exit Sub
```

```
HANDLER:
```

```
MsgBox "The record has been successfully deleted."
```

End With

End Sub

Private Sub Command9_Click()

Unload Me

menuform.Show

End Sub

3.1.6: Codes used in the Employees Form

Private Sub Command1_Click()

Adodc1.Recordset.MoveFirst

If Adodc1.Recordset.BOF = True Then

MsgBox ("This is the first record")

End If

End Sub

Private Sub Command2_Click()

Adodc1.Recordset.MoveLast

Obudho Gerald Riwo

401105016

Consolata School

Page 77

```
If Adodc1.Recordset.EOF = True Then  
    MsgBox ("This is the Last record")  
End If  
End Sub
```

```
Private Sub Command3_Click()
```

```
    Adodc1.Recordset.MovePrevious
```

```
    With Adodc1.Recordset
```

```
        If .BOF = True Then
```

```
            MsgBox ("First record")
```

```
        .MoveNext
```

```
    End If
```

```
End With
```

```
End Sub
```

```
Private Sub Command4_Click()
```

```
    Adodc1.Recordset.MoveNext
```

```
    If Adodc1.Recordset.EOF = True Then
```

```
MsgBox ("No more records")
```

```
Adodc1.Recordset.MoveFirst
```

```
End If
```

```
End Sub
```

```
Private Sub Command5_Click()
```

```
'If MsgBox("Add New Record?", vbYesNo + vbQuestion, "Add New?") = vbYes Then
```

```
'Command4.Enabled = False
```

```
'Command3.Enabled = False
```

```
'Command2.Enabled = False
```

```
'Command1.Enabled = False
```

```
'Command8.Enabled = False
```

```
Adodc1.Recordset.AddNew
```

```
'End If
```

```
End Sub
```

```
Private Sub Command6_Click()
```

```
With Adodc1.Recordset
```

Obudho Gerald Riwo

401105016

Consolata School

Page 79

```
If Text1.Text = "" Or Text2.Text = "" Or Text3.Text = "" Or Text4.Text = "" Or  
Text6.Text = "" Or Text5.Text = "" Or Text7.Text = "" Or Text8.Text = "" Or  
Text9.Text = "" Or Text10.Text = "" Or Text11.Text = "" Or Text13.Text = "" Then
```

```
MsgBox "Please fill in all the details", vbExclamation + vbOKOnly, "Error"
```

Else

Adodc1.Recordset.Save

```
MsgBox "Record saved", vbOKOnly + vbInformation, "SAVED"
```

'Command4.Enabled = True

'Command3.Enabled = True

'Command2.Enabled = True

'Command1.Enabled = True

'Command8.Enabled = True

End If

End With

End Sub

Private Sub Command7_Click()

Obudho Gerald Riwos

401105016

Consolata School

Page 80

Adodc1.Recordset.Delete

On Error GoTo HANDLER

With rsDelete

If MsgBox("Are you sure you want to Delete this record?", vbOKCancel, "DELETE")

= vbOK Then

.Delete

MsgBox ("Remember, you cannot retrieve the data once deleted!" & "DELETE")

End If

Exit Sub

HANDLER:

MsgBox "The record has been successfully deleted."

End With

End Sub

Private Sub Command8_Click()

Unload Me

menuform.Show

End Sub

Private Sub Command9_Click()

Dim Valsearch As String

search = Text12.Text

search = Trim\$(search)

If search <> "" Then

With Adodc1.Recordset

.MoveFirst

.Find "[Employee_No]="" & search & """

If .EOF Then

MsgBox "The record you specified was not found. Please ensure that you typed the correct employee number", vbOKOnly + vbExclamation, "Search result"

Adodc1.Refresh

Else

MsgBox "Record found!"

End If

Text12.Text = ""

End With

End If

End Sub

Private Sub Option1_Click()

If Option1.Enabled = True Then

Text13.Text = "Male"

End If

End Sub

Private Sub Option2_Click()

If Option1.Enabled = True Then

Text13.Text = "Female"

End If

End Sub

3.1.7: Codes used in the Estates Form

Private Sub Command1_Click()

Obudho Gerald Riwo

401105016

Consolata School

Page 83

```
'If MsgBox("Add New Record?", vbYesNo + vbQuestion, "Add New?") = vbYes Then  
  
'Command7.Enabled = False  
  
'Command6.Enabled = False  
  
'Command8.Enabled = False  
  
'Command5.Enabled = False  
  
'Command4.Enabled = False  
  
Adodc1.Recordset.AddNew  
  
'End If  
  
End Sub
```

```
Private Sub Command10_Click()  
  
Dim vacant, occupied, total As Single  
  
occupied = Val(Text7.Text)  
  
total = Val(Text4.Text)  
  
vacant = total - occupied  
  
Text5.Text = vacant  
  
End Sub
```

```
Private Sub Command2_Click()
    With Adodc1.Recordset
        If Text1.Text = "" Or Text2.Text = "" Or Text3.Text = "" Or Text4.Text = "" Or
            Text5.Text = "" Or Text6.Text = "" Or Text7.Text = "" Or Text8.Text = "" Then
            MsgBox "Please fill in all the details", vbExclamation + vbOKOnly, "Error"
        Else
            Adodc1.Recordset.Save
            MsgBox "Record saved", vbOKOnly + vbInformation, "SAVED"
            'Command7.Enabled = True
            'Command6.Enabled = True
            'Command8.Enabled = True
            'Command5.Enabled = True
            'Command4.Enabled = True
        End If
    End With
End Sub
```

```
Private Sub Command3_Click()
    Adodc1.Recordset.Delete
    On Error GoTo HANDLER
    With rsDelete
        If MsgBox("Are you sure you want to Delete this record?", vbOKCancel, "DELETE") = vbOK Then
            .Delete
            MsgBox ("Remember, you cannot retrieve the data once deleted!" & "DELETE")
        End If
    Exit Sub
    HANDLER:
    MsgBox "The record has been successfully deleted."
End With
End Sub
```

```
Private Sub Command4_Click()
```

```
Unload Me
```

menuform.Show

End Sub

Private Sub Command5_Click()

Adodc1.Recordset.MoveFirst

If Adodc1.Recordset.BOF = True Then

MsgBox ("This is the first record")

End If

End Sub

Private Sub Command6_Click()

Adodc1.Recordset.MovePrevious

With Adodc1.Recordset

If .BOF = True Then

MsgBox ("First record")

.MoveNext

End If

Obudho Gerald Riwo

401105016

Consolata School

Page 87

End With

End Sub

Private Sub Command7_Click()

Adodc1.Recordset.MoveNext

If Adodc1.Recordset.EOF = True Then

MsgBox ("No more records")

Adodc1.Recordset.MoveFirst

End If

End Sub

Private Sub Command8_Click()

Adodc1.Recordset.MoveLast

If Adodc1.Recordset.EOF = True Then

MsgBox ("This is the Last record")

End If

End Sub

```
Private Sub Command9_Click()
```

```
Dim Valsearch As String
```

```
search = Text9.Text
```

```
search = Trim$(search)
```

```
If search <> "" Then
```

```
With Adodc1.Recordset
```

```
.MoveFirst
```

```
.Find "[Estate_No]="" & search & """
```

```
If .EOF Then
```

```
    MsgBox "The record you specified was not found. Please ensure that you  
typed the correct estate number", vbOKOnly + vbExclamation, "Search result"
```

```
Adodc1.Refresh
```

```
Else
```

```
    MsgBox "Record found!"
```

```
End If
```

```
Text9.Text = ""
```

```
End With
```

End If

End Sub

Private Sub Option1_Click()

If Option1.Enabled = True Then

Text8.Text = "Low Income"

End If

End Sub

Private Sub Option2_Click()

If Option2.Enabled = True Then

Text8.Text = "Middle Income"

End If

End Sub

Private Sub Option3_Click()

If Option3.Enabled = True Then

Obudho Gerald Riwo

401105016

Consolata School

Page 90

```
Text8.Text = "High Income"
```

```
End If
```

```
End Sub
```

3.1.8: Codes used in the Landlords Form

```
Private Sub Command1_Click()
```

```
'If MsgBox("Add New Record?", vbYesNo + vbQuestion, "Add New?") = vbYes Then
```

```
'Command7.Enabled = False
```

```
'Command6.Enabled = False
```

```
'Command8.Enabled = False
```

```
'Command5.Enabled = False
```

```
'Command4.Enabled = False
```

```
Adodc1.Recordset.AddNew
```

```
'End If
```

```
End Sub
```

```
Private Sub Command2_Click()
```

```
With Adodc1.Recordset
```

```
If Text1.Text = "" Or Text2.Text = "" Or Text3.Text = "" Or Text4.Text = "" Or  
Text5.Text = "" Or Text6.Text = "" Or Text7.Text = "" Or Text8.Text = "" Then
```

```
MsgBox "Please fill in all the details", vbExclamation + vbOKOnly, "Error"
```

```
Else
```

```
Adodc1.Recordset.Save
```

```
MsgBox "Record saved", vbOKOnly + vbInformation, "SAVED"
```

```
'Command7.Enabled = True
```

```
'Command6.Enabled = True
```

```
'Command8.Enabled = True
```

```
'Command5.Enabled = True
```

```
'Command4.Enabled = True
```

```
End If
```

```
End With
```

```
End Sub
```

```
Private Sub Command3_Click()
```

Adodc1.Recordset.Delete

On Error GoTo HANDLER

With rsDelete

If MsgBox("Are you sure you want to Delete this record?", vbOKCancel, "DELETE")

= vbOK Then

.Delete

MsgBox ("Remember, you cannot retrieve the data once deleted!" & "DELETE")

End If

Exit Sub

HANDLER:

MsgBox "The record has been successfully deleted."

End With

End Sub

Private Sub Command4_Click()

Unload Me

menuform.Show

End Sub

Private Sub Command5_Click()

Adodc1.Recordset.MoveFirst

If Adodc1.Recordset.BOF = True Then

MsgBox ("This is the first record")

End If

End Sub

Private Sub Command6_Click()

Adodc1.Recordset.MovePrevious

With Adodc1.Recordset

If .BOF = True Then

MsgBox ("First record")

.MoveNext

End If

End With

End Sub

```
Private Sub Command7_Click()
    Adodc1.Recordset.MoveNext
    If Adodc1.Recordset.EOF = True Then
        MsgBox ("No more records")
        Adodc1.Recordset.MoveFirst
    End If
End Sub
```

```
Private Sub Command8_Click()
    Adodc1.Recordset.MoveLast
    If Adodc1.Recordset.EOF = True Then
        MsgBox ("This is the Last record")
    End If
End Sub
```

```
Private Sub Command9_Click()
    Dim Valsearch As String
```

search = Text9.Text

search = Trim\$(search)

If search <> "" Then

With Adodc1.Recordset

.MoveFirst

.Find "[Landlord_No]="" & search & """

If .EOF Then

MsgBox "The record you specified was not found. Please ensure that you typed the correct landlord number", vbOKOnly + vbExclamation, "Search result"

Adodc1.Refresh

Else

MsgBox "Record found!"

End If

Text9.Text = ""

End With

End If

End Sub

```
Private Sub Option1_Click()  
  
If Option1.Enabled = True Then  
  
    Text10.Text = "Male"  
  
End If  
  
End Sub
```

```
Private Sub Option2_Click()  
  
If Option1.Enabled = True Then  
  
    Text10.Text = "Female"  
  
End If  
  
End Sub
```

3.1.9: Codes used in the Menu Form

```
Private Sub mnuaboutsystem_Click()
```

```
    aboutform.Show
```

```
    Unload Me
```

Obudho Gerald Riwo

401105016

Consolata School

Page 97

End Sub

Private Sub mnuagentearnings_Click()

agentearningsform.Show

Unload Me

End Sub

Private Sub mnuagentearningsrpt_Click()

agentearningsreport.Show

End Sub

Private Sub mnuagents_Click()

agentsform.Show

Unload Me

End Sub

```
Private Sub mnuagentsrpt_Click()
```

```
    agentsreport.Show
```

```
End Sub
```

```
Private Sub mnucalc_Click()
```

```
    Shell "calc.exe"
```

```
End Sub
```

```
Private Sub mnucompanyexpenses_Click()
```

```
    companyexpensesform.Show
```

```
Unload Me
```

```
End Sub
```

```
Private Sub mnucompanyexpensesrpt_Click()
```

```
    companyexpensesreport.Show
```

```
End Sub
```

Private Sub mnucompanyincome_Click()

companyincomeform.Show

Unload Me

End Sub

Private Sub mnucompanyincomerpt_Click()

companyincomereport.Show

End Sub

Private Sub mnuemployees_Click()

employeesform.Show

Unload Me

End Sub

Private Sub mnuemployeesrpt_Click()

employeesreport.Show

End Sub

Private Sub mnuestate_Click()

Unload Me

estateform.Show

End Sub

Private Sub mnuestatesrpt_Click()

estatesreport.Show

End Sub

Private Sub mnuexit_Click()

If MsgBox("Are you sure want to exit the Double A Property Management System?",
vbYesNo + vbQuestion, "Exit the System?") = vbYes Then

Unload Me

End If

End Sub

```
Private Sub mnuLandlords_Click()
```

```
    Unload Me
```

```
    landlordform.Show
```

```
End Sub
```

```
Private Sub mnuLandlordsRpt_Click()
```

```
    landlordreport.Show
```

```
End Sub
```

```
Private Sub mnuMSAccess_Click()
```

```
    Shell "C:\Program Files\Microsoft Office\Office12\msaccess"
```

```
End Sub
```

```
Private Sub mnuMSExcel_Click()
```

```
    Shell "C:\Program Files\Microsoft Office\Office12\excel"
```

```
End Sub
```

```
Private Sub mnumssword_Click()  
  
Shell "C:\Program Files\Microsoft Office\Office12\winword"  
  
End Sub
```

```
Private Sub mnunotepad_Click()  
  
Shell "notepad.exe"  
  
End Sub
```

```
Private Sub mnuremittance_Click()  
  
Unload Me  
  
remittanceform.Show  
  
End Sub
```

```
Private Sub mnuremittancerpt_Click()  
  
remittancereport.Show  
  
End Sub
```

```
Private Sub mnurentpayment_Click()
```

```
Unload Me
```

```
rentpaymentform.Show
```

```
End Sub
```

```
Private Sub mnurentpaymentrpt_Click()
```

```
rentpaymentreport.Show
```

```
End Sub
```

```
Private Sub mnutenancyagreement_Click()
```

```
Unload Me
```

```
tenancyagreementform.Show
```

```
End Sub
```

```
Private Sub mnutenancyagreementrpt_Click()
```

tenancyagreementreport.Show

End Sub

Private Sub mnutenants_Click()

Unload Me

tenantsform.Show

End Sub

Private Sub mnutenantsrpt_Click()

tenantsreport.Show

End Sub

3.1.10: Codes used in the Remittance Form

Private Sub Command1_Click()

'If MsgBox("Add New Record?", vbYesNo + vbQuestion, "Add New?") = vbYes Then

'Command6.Enabled = False

'Command7.Enabled = False

'Command5.Enabled = False

Obudho Gerald Riwo

401105016

Consolata School

Page 105

```
'Command8.Enabled = False
```

```
'Command4.Enabled = False
```

```
Adodc1.Recordset.AddNew
```

```
'End If
```

```
End Sub
```

```
Private Sub Command10_Click()
```

```
Dim rent, commission, remittance As Single
```

```
commission = Val(Text7.Text)
```

```
rent = Val(Text6.Text)
```

```
remittance = rent - commission
```

```
Text2.Text = remittance
```

```
End Sub
```

```
Private Sub Command2_Click()
```

```
With Adodc1.Recordset
```

```
If Text1.Text = "" Or Text2.Text = "" Or Text3.Text = "" Or Text4.Text = "" Or
```

```
Text6.Text = "" Or Text7.Text = "" Then
```

MsgBox "Please fill in all the details", vbExclamation + vbOKOnly, "Error"

Else

Adodc1.Recordset.Save

MsgBox "Record saved", vbOKOnly + vbInformation, "SAVED"

'Command6.Enabled = True

'Command7.Enabled = True

'Command5.Enabled = True

'Command8.Enabled = True

'Command4.Enabled = True

End If

End With

End Sub

Private Sub Command3_Click()

Adodc1.Recordset.Delete

On Error GoTo HANDLER

Obudho Gerald Riwo

401105016

Consolata School

Page 107

With rsDelete

```
If MsgBox("Are you sure you want to Delete this record?", vbOKCancel, "DELETE")
```

```
= vbOK Then
```

```
.Delete
```

```
MsgBox ("Remember, you cannot retrieve the data once deleted!" & "DELETE")
```

```
End If
```

```
Exit Sub
```

HANDLER:

```
MsgBox "The record has been successfully deleted."
```

```
End With
```

```
End Sub
```

```
Private Sub Command4_Click()
```

```
Unload Me
```

```
menuform.Show
```

```
End Sub
```

```
Private Sub Command5_Click()
```

```
    Adodc1.Recordset.MoveLast
```

```
    If Adodc1.Recordset.EOF = True Then
```

```
        MsgBox ("This is the Last record")
```

```
    End If
```

```
End Sub
```

```
Private Sub Command6_Click()
```

```
    Adodc1.Recordset.MoveNext
```

```
    If Adodc1.Recordset.EOF = True Then
```

```
        MsgBox ("No more records")
```

```
    Adodc1.Recordset.MoveFirst
```

```
    End If
```

```
End Sub
```

```
Private Sub Command7_Click()
```

```
    Adodc1.Recordset.MovePrevious
```

```
    With Adodc1.Recordset
```

Obudho Gerald Riwo

401105016

Consolata School

Page 109

```
If .BOF = True Then  
    MsgBox ("First record")  
  
.MoveNext  
  
End If  
  
End With  
  
End Sub
```

```
Private Sub Command8_Click()  
  
Adodc1.Recordset.MoveFirst  
  
If Adodc1.Recordset.BOF = True Then  
  
    MsgBox ("This is the first record")  
  
End If  
  
End Sub
```

```
Private Sub Command9_Click()  
  
Dim Valsearch As String  
  
search = Text5.Text  
  
search = Trim$(search)
```

If search <> "" Then

With Adodc1.Recordset

.MoveFirst

.Find "[Landlord_No]="" & search & """

If .EOF Then

MsgBox "The record you specified was not found. Please ensure that you typed the correct landlord number", vbOKOnly + vbExclamation, "Search result"

Adodc1.Refresh

Else

MsgBox "Record found!"

End If

Text5.Text = ""

End With

End If

End Sub

3.1.11: Codes used in the Rent Payment Form

```
Private Sub Command1_Click()  
  
Adodc1.Recordset.MoveLast  
  
If Adodc1.Recordset.EOF = True Then  
  
MsgBox ("This is the Last record")  
  
End If  
  
End Sub
```

```
Private Sub Command10_Click()  
  
On Error GoTo HANDLER  
  
Dim required, paid, pending, balance As Double  
  
required = Val(Text4.Text)  
  
paid = Val(Text14.Text)  
  
pending = required - paid  
  
a$ = DateDiff("d", Text7.Text, Text13.Text)  
  
days = a$
```

If days < 0 Then

days = 0

Obudho Gerald Riwo

401105016

Consolata School

Page 112

End If

balance = pending * (1.005 ^ (days))

Text4.Text = balance

Exit Sub

HANDLER:

MsgBox "An error has occurred. Please ensure that you have filled all fields as required.", vbOKOnly + vbExclamation, "Error!"

End Sub

Private Sub Command2_Click()

'If MsgBox("Add New Record?", vbYesNo + vbQuestion, "Add New?") = vbYes Then

'Command5.Enabled = False

'Command7.Enabled = False

'Command1.Enabled = False

'Command3.Enabled = False

'Command8.Enabled = False

Adodc1.Recordset.AddNew

'End If

End Sub

Private Sub Command3_Click()

Adodc1.Recordset.MoveFirst

If Adodc1.Recordset.BOF = True Then

MsgBox ("This is the first record")

End If

End Sub

Private Sub Command4_Click()

With Adodc1.Recordset

If Text1.Text = "" Or Text2.Text = "" Or Text3.Text = "" Or Text4.Text = "" Or

Text5.Text = "" Or Text6.Text = "" Or Text7.Text = "" Or Text8.Text = "" Or

Text9.Text = "" Or Text10.Text = "" Then

MsgBox "Please fill in all the details", vbExclamation + vbOKOnly, "Error"

Else

Adodc1.Recordset.Save

MsgBox "Record saved", vbOKOnly + vbInformation, "SAVED"

Obudho Gerald Riwo

401105016

Consolata School

Page 114

'Command5.Enabled = True

'Command7.Enabled = True

'Command1.Enabled = True

'Command3.Enabled = True

'Command8.Enabled = True

End If

End With

End Sub

Private Sub Command5_Click()

Adodc1.Recordset.MoveNext

If Adodc1.Recordset.EOF = True Then

MsgBox ("No more records")

Adodc1.Recordset.MoveFirst

End If

End Sub

Obudho Gerald Riwo

401105016

Consolata School

Page 115

```
Private Sub Command6_Click()
    Adodc1.Recordset.Delete
    On Error GoTo HANDLER
    With rsDelete
        If MsgBox("Are you sure you want to Delete this record?", vbOKCancel, "DELETE") = vbOK Then
            .Delete
            MsgBox ("Remember, you cannot retrieve the data once deleted!" & "DELETE")
        End If
        Exit Sub
    HANDLER:
        MsgBox "The record has been successfully deleted."
    End With
End Sub
```

```
Private Sub Command7_Click()
```

Adodc1.Recordset.MovePrevious

With Adodc1.Recordset

If .BOF = True Then

MsgBox ("First record")

.MoveNext

End If

End With

End Sub

Private Sub Command8_Click()

Unload Me

menuform.Show

End Sub

Private Sub Command9_Click()

Dim Valsearch As String

search = Text11.Text

Obudho Gerald Riwo

401105016

Consolata School

Page 117

```
search = Trim$(search)
```

```
If search <> "" Then
```

```
    With Adodc1.Recordset
```

```
        .MoveFirst
```

```
        .Find "[Tenant_No]="" & search & """
```

```
        If .EOF Then
```

```
            MsgBox "The record you specified was not found. Please ensure that you  
typed the correct tenant number", vbOKOnly + vbExclamation, "Search result"
```

```
            Adodc1.Refresh
```

```
        Else
```

```
            MsgBox "Record found!"
```

```
        End If
```

```
        Text11.Text = ""
```

```
    End With
```

```
End If
```

```
End Sub
```

```
Private Sub Option1_Click()  
  
If Option1.Enabled = True Then  
  
    Text3.Text = "Cash"  
  
End If  
  
End Sub
```

```
Private Sub Option2_Click()  
  
If Option2.Enabled = True Then  
  
    Text3.Text = "Cheque"  
  
End If  
  
End Sub
```

```
Private Sub Option3_Click()  
  
If Option3.Enabled = True Then  
  
    Text3.Text = "Credit Card"  
  
End If  
  
End Sub
```

```
Private Sub Option4_Click()  
  
If Option4.Enabled = True Then  
  
    Text15.Text = "Small"  
  
End If  
  
End Sub
```

```
Private Sub Option5_Click()  
  
If Option5.Enabled = True Then  
  
    Text15.Text = "Medium"  
  
End If  
  
End Sub
```

```
Private Sub Option6_Click()  
  
If Option6.Enabled = True Then  
  
    Text15.Text = "Big"  
  
End If  
  
End Sub
```

3.1.12: Codes used in the Splash Screen

```
Private Sub Timer1_Timer()  
  
ProgressBar1.Value = ProgressBar1.Value + 0.78125  
  
If ProgressBar1.Value >= 100 Then  
  
    Timer1.Interval = 0  
  
    Timer1.Enabled = False  
  
    Unload Me  
  
    Load menuform  
  
    menuform.Show  
  
End If  
  
End Sub
```

3.1.13: Codes used in the Tenancy Agreement Form

```
Private Sub Command1_Click()  
  
'If MsgBox("Add New Record?", vbYesNo + vbQuestion, "Add New?") = vbYes Then  
  
'Command7.Enabled = False  
  
'Command6.Enabled = False  
  
'Command8.Enabled = False  
  
'Command5.Enabled = False
```

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401105016

```
'Command4.Enabled = False
```

```
Adodc1.Recordset.AddNew
```

```
'End If
```

```
End Sub
```

```
Private Sub Command2_Click()
```

```
With Adodc1.Recordset
```

```
If Text1.Text = "" Or Text2.Text = "" Or Text3.Text = "" Or Text4.Text = "" Or  
Text5.Text = "" Or Text6.Text = "" Or Text7.Text = "" Or Text8.Text = "" Or  
Text9.Text = "" Or Text10.Text = "" Or Text11.Text = "" Then
```

```
MsgBox "Please fill in all the details", vbExclamation + vbOKOnly, "Error"
```

```
Else
```

```
Adodc1.Recordset.Save
```

```
MsgBox "Record saved", vbOKOnly + vbInformation, "SAVED"
```

```
'Command7.Enabled = True
```

```
'Command6.Enabled = True
```

```
'Command8.Enabled = True
```

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```
'Command5.Enabled = True
```

```
'Command4.Enabled = True
```

```
End If
```

```
End With
```

```
End Sub
```

```
Private Sub Command3_Click()
```

```
Adodc1.Recordset.Delete
```

```
On Error GoTo HANDLER
```

```
With rsDelete
```

```
If MsgBox("Are you sure you want to Delete this record?", vbOKCancel, "DELETE")
```

```
= vbOK Then
```

```
.Delete
```

```
MsgBox ("Remember, you cannot retrieve the data once deleted!" & "DELETE")
```

```
End If
```

```
Exit Sub
```

```
HANDLER:
```

```
MsgBox "The record has been successfully deleted."
```

End With

End Sub

Private Sub Command4_Click()

Unload Me

menuform.Show

End Sub

Private Sub Command5_Click()

Adodc1.Recordset.MoveFirst

If Adodc1.Recordset.BOF = True Then

MsgBox ("This is the first record")

End If

End Sub

Private Sub Command6_Click()

Adodc1.Recordset.MovePrevious

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401105016

Consolata School

Page 124

With Adodc1.Recordset

If .BOF = True Then

MsgBox ("First record")

.MoveNext

End If

End With

End Sub

Private Sub Command7_Click()

Adodc1.Recordset.MoveNext

If Adodc1.Recordset.EOF = True Then

MsgBox ("No more records")

Adodc1.Recordset.MoveFirst

End If

End Sub

Private Sub Command8_Click()

Adodc1.Recordset.MoveLast

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Page 125

```
If Adodc1.Recordset.EOF = True Then  
    MsgBox ("This is the Last record")  
End If  
End Sub
```

```
Private Sub Command9_Click()
```

```
Dim Valsearch As String
```

```
search = Text12.Text
```

```
search = Trim$(search)
```

```
If search <> "" Then
```

```
With Adodc1.Recordset
```

```
    .MoveFirst
```

```
    .Find "[Document_No]="" & search & """
```

```
    If .EOF Then
```

```
        MsgBox "The record you specified was not found. Please ensure that you  
typed the correct document number", vbOKOnly + vbExclamation, "Search result"
```

```
    Adodc1.Refresh
```

Else

MsgBox "Record found!"

End If

Text12.Text = ""

End With

End If

End Sub

Private Sub Option1_Click()

If Option1.Enabled = True Then

Text8.Text = "Small"

End If

End Sub

Private Sub Option2_Click()

If Option2.Enabled = True Then

Text8.Text = "Middle"

End If

End Sub

Private Sub Option3_Click()

If Option3.Enabled = True Then

Text8.Text = "Big"

End If

End Sub

Private Sub Option4_Click()

If Option4.Enabled = True Then

Text11.Text = "Low Income"

End If

End Sub

Private Sub Option5_Click()

If Option5.Enabled = True Then

Text11.Text = "Middle Income"

End If

End Sub

Private Sub Option6_Click()

If Option6.Enabled = True Then

Text11.Text = "High Income"

End If

End Sub

3.1.14: Codes used in the Tenants Form

Private Sub Command1_Click()

'If MsgBox("Add New Record?", vbYesNo + vbQuestion, "Add New?") = vbYes Then

'Command6.Enabled = False

'Command5.Enabled = False

'Command8.Enabled = False

'Command4.Enabled = False

'Command3.Enabled = False

Adodc1.Recordset.AddNew

'End If

Obudho Gerald Riwo

401105016

Consolata School

Page 129

End Sub

Private Sub Command2_Click()

Adodc1.Recordset.Delete

On Error GoTo HANDLER

With rsDelete

If MsgBox("Are you sure you want to Delete this record?", vbOKCancel, "DELETE")
= vbOK Then

.Delete

MsgBox ("Remember, you cannot retrieve the data once deleted!" & "DELETE")

End If

Exit Sub

HANDLER:

MsgBox "The record has been successfully deleted."

End With

End Sub

Private Sub Command3_Click()

Obudho Gerald Riwo

401105016

Consolata School

Page 130

Unload Me

menuform.Show

End Sub

Private Sub Command4_Click()

Adodc1.Recordset.MoveFirst

If Adodc1.Recordset.BOF = True Then

MsgBox ("This is the first record")

End If

End Sub

Private Sub Command5_Click()

Adodc1.Recordset.MovePrevious

With Adodc1.Recordset

If .BOF = True Then

MsgBox ("First record")

.MoveNext

Obudho Gerald Riwo

401105016

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Page 131

End If

End With

End Sub

Private Sub Command6_Click()

Adodc1.Recordset.MoveNext

If Adodc1.Recordset.EOF = True Then

MsgBox ("No more records")

Adodc1.Recordset.MoveFirst

End If

End Sub

Private Sub Command7_Click()

With Adodc1.Recordset

If Text1.Text = "" Or Text2.Text = "" Or Text3.Text = "" Or Text4.Text = "" Or
Text5.Text = "" Or Text6.Text = "" Or Text7.Text = "" Or Text8.Text = "" Or
Text9.Text = "" Or Text10.Text = "" Then

MsgBox "Please fill in all the details", vbExclamation + vbOKOnly, "Error"

Else

Adodc1.Recordset.Save

MsgBox "Record saved", vbOKOnly + vbInformation, "SAVED"

'Command6.Enabled = True

'Command5.Enabled = True

'Command8.Enabled = True

'Command4.Enabled = True

'Command3.Enabled = True

End If

End With

End Sub

Private Sub Command8_Click()

Adodc1.Recordset.MoveLast

If Adodc1.Recordset.EOF = True Then

MsgBox ("This is the Last record")

End If

Obudho Gerald Riwo

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Page 133

End Sub

Private Sub Command9_Click()

Dim Valsearch As String

search = Text11.Text

search = Trim\$(search)

If search <> "" Then

With Adodc1.Recordset

.MoveFirst

.Find "[Tenant_No]="" & search & """

If .EOF Then

MsgBox "The record you specified was not found. Please ensure that you typed the correct tenant number", vbOKOnly + vbExclamation, "Search result"

Adodc1.Refresh

Else

MsgBox "Record found!"

End If

Text11.Text = ""

End With

End If

End Sub

Private Sub Option1_Click()

If Option1.Enabled = True Then

Text10.Text = "Small"

End If

End Sub

Private Sub Option2_Click()

If Option2.Enabled = True Then

Text10.Text = "Medium"

End If

End Sub

```
Private Sub Option3_Click()  
  
If Option3.Enabled = True Then  
  
    Text10.Text = "Big"  
  
End If  
  
End Sub
```

CHAPTER 4

4.1: Testing

4.1.1: Introduction

The function of testing in system development is to analyse the program as a whole so as to ensure that the outcomes match with what is expected as the results.

If there is no match between the two outcomes, then it is known that there is an error in the system. In fact, the most successful test is one that identifies as many errors as possible and be able to solve the errors correctly.

During the testing of Double A Property management system, the developer used test data in order to test the working of the system. System testing is an ongoing activity during development thus it does not have a certain time when it is done. Many of the errors were noted and corrected during coding. However for the hidden ones testing was done.

The testing strategy used is a bottom-up approach where individual modules are tested first then the whole system is tested.

The following table has sample data and the results of the major tests carried out in the system.

No	Module	Test Data/Module	Expected	Actual	Remarks
		Tested	Results	Results	
1	Agent Earnings	Agent No. 007 collected rent amounting to 20,000.00	The form is supposed to give the agent earnings.	The form gave out the expected results	This form works properly
2	Company Income	The company received rent	The form is meant to	The form calculates the	This form works

amounting to calculate the commission properly
 1,000,000.00 from commission without any
 the agent no. 001 earned by the errors
 company.

3	Estate forms	The Jake Park a middle income estate has 39 houses of which 18 are occupied.	The form is meant to check for any vacant houses.	The form finds the no. of vacant houses as 21. This is the correct value.	This form works fine
4	Rent Payment	The tenant no. 002 just paid his rent of 50,000.00	The form is supposed to find his/her balance	The value is found as zero because the rent was paid in full.	This form was found to work okay.
5	Reports	Each form produces a report containing the records from the forms	The report is supposed to show various details.	The initial testing showed that some of the reports were not showing the records.	The reports did not work. The connection string was rectified thus the reports worked.
6	Navigation	The commands	The commands	All the	The error in

	commands were tested with on all the forms.	are meant to aid navigation and manipulation of the data.	commands in the forms work well except for the save command in the employees form.	the employees
7	Menu form	These commands connect to the forms, reports and the other functions of the system.	The commands are supposed to open up the various forms and functions.	The menu form has no errors.

4.1.2: Sample Reports

The reports below were produced by the system. These reports were produced using dummy data during the system testing.



DOUBLE A PROPERTY MANAGEMENT
COMPANY

AGENTS REPORT

27 AUGUST 2011

AGENT NAME: ROBERT RYAN

AGENT NO: 004

GENDER: MALE

DATE OF BIRTH: 12/05/1992

DATE OF EMPLOYMENT: 12/03/2010

CONTACTS: 0746134523

ADDRESS: P.O.BOX 1049

ESTATE NO: E003



DOUBLE A PROPERTY MANAGEMENT
COMPANY

AGENT EARNINGS REPORT

27 AUGUST 2011

AGENT NO: 007

RENT COLLECTED: 20000

COMMISSION EARNED: 200

DATE PERIOD: 12/03/2010



DOUBLE A PROPERTY MANAGEMENT
COMPANY

COMPANY EXPENSES REPORT

27 AUGUST
2011

EXPENSE TYPE SALARIES

AMOUNT: 223000

DATE: 12/08/2010

RECEIPT NO: 003

REMARKS: PAID IN FULL

EXPENSE TYPE HOUSE MAINTAINANCE



DOUBLE A PROPERTY MANAGEMENT
COMPANY

COMPANY INCOME REPORT

27 AUGUST
2011

RENT AMOUNT
COLLECTED: 1000000

DATE COLLECTED: 12/03/2010

COMMISSION EARNED: 40000

AGENT ID: 001



DOUBLE A PROPERTY MANAGEMENT
COMPANY

EMPLOYEES REPORT

27 AUGUST 2011

EMPLOYEE NAME: RUTH SHANJIRU

EMPLOYEE NO: 011

POSITION: RECEPTIONIST

CONTACTS: 0734720199

ADDRESS: P.O.BOX 6344

DATE OF
EMPLOYMENT: 12/09/2010

DATE OF BIRTH: 21/06/89

NEXT OF KIN: WAYNE MARSHALL

KIN'S CONTACT: 0743321534

BASIC SALARY: 23000

QUALIFICATIONS: DEGREE



DOUBLE A PROPERTY MANAGEMENT
COMPANY

ESTATES REPORT

27 AUGUST 2011

ESTATE NAME:	JAKE PARK
ESTATE NO:	001
ESTATE LOCATION:	WESTLANDS
ESTATE TYPE:	MIDDLE INCOME
TOTAL NO OF HOUSES:	39
OCCUPIED HOUSES:	18
VACANT HOUSES:	21
AGENT NO:	009



DOUBLE A PROPERTY MANAGEMENT
COMPANY

LANDLORDS REPORT

27 AUGUST 2011

LANDLORD NAME: KERIAN JOHNSON

LANDLORD NO: 009

LANDLORD ID: 4398764

GENDER: MALE

CONTACTS: 07235434534

ADDRESS: P.O.BOX 1245

NEXT OF KIN: FIONA NILS

KINS CONTACT: 0770435363

HOUSE NO: 014

ESTATE NO: 002



DOUBLE A PROPERTY MANAGEMENT
COMPANY

REMITTANCE REPORT

14 SEPTEMBER 2011

LANDLORD NO: 012

REMITTANCE AMOUNT: 42000

RENT_AMOUNT_COLLECTED: 98000

COMMISSION: 56000

DATE REMITTED: 06/02/2011

RECEIPT NO: 009



DOUBLE A PROPERTY MANAGEMENT
COMPANY

TERIANCE AGREEMENT REPORT

27 AUGUST
2011

DOCUMENT NO: 003

DATE SIGNED: 12/03/2010

TENANT NO: 012

TENANT ID: 630457

AGENT NO: 015

HOUSE NO: 032

HOUSE TYPE: BIG

ESTATE_NO: 009

ESTATE_TYPE: HIGH INCOME

AMOUNT: 50000



DOUBLE A PROPERTY MANAGEMENT
COMPANY

TENANTS REPORT

27 AUGUST 2011

TENANT NAME: ANASTASIA SHAWERU

TENANT NO: 002

TENANT ID: 3520607

CONTACTS: 0725374740

HOUSE NO: 004

HOUSE TYPE: BIG

ESTATE NO: 010

RENT AMOUNT: 50000

NEXT OF KIN: MAJDA RADUL-KADIR

KINS CONTACT: 0734526023

CHAPTER 5

5.1: User Manual

5.1.1: Introduction

This system has been developed in the simplest mode such that anyone can use it despite having a low computing knowledge. However the user might find this manual very useful

5.1.2: Hardware requirements

For the software to work efficiently, the following hardware requirements are needed:

- 700 MB RAM or higher.
- 50 GB Hard Disk or higher
- 20" screen or monitor
- DVD writer
- A printer
- Functional UPS
- Functional Sound Speakers

5.1.3: Software requirements

- Operating system (works best in the following): Windows Vista, Windows 7
- Full Microsoft office suite

- Printer Drivers
- Sound Drivers
- Anti-Virus Software

5.2: Using the System

5.2.1: Command Names

The commands are named after the functions they perform thus making it easier for the users. These are the basic command functions in the system:

- **Add New:** This command allows the user to add a new record to the database.
- **Save:** This command adds the record to the database and stores it permanently.
- **Delete:** This command removes a record from the database permanently.
- **Exit:** This command closes the current form.
- **First:** This command moves to the very first record of the database.
- **Previous:** This command navigates through the records backwards one step.
- **Next:** This command navigates through the records forward one step.
- **Last:** This command moves to the very last record of the database.
- **Calculate:** This command performs any mathematical functions in the system.

- **Search:** This command finds a particular record in the database.

5.2.2: Main Menu Manual

This is the menu interface that has been made easy for any user to use. The user just has to select the desired option.



5.2.3: Agent Earnings Form Manual

This form appears when the forms menu is clicked followed by clicking Agent Earning or simply press CTRL+E.

AGENT EARNINGS

AGENT NO.

RENT COLLECTED

KEY IN AGENT NO. SEARCH

COMMISSION EARNED

CALCULATE

DATE PAID

FIRST PREVIOUS NEXT LAST

ADD NEW SAVE DELETE EXIT FORM

- Click the add new command and fill in the details
- Click the calculate command to find the commission earned
- Click the save button to save the record

5.2.4: Agents Form Manual

From the forms menu, click the agents button or press CRTL+A on the keyboard.

The image shows a user interface for managing agents. At the top left, the word "AGENTS" is displayed in large, bold, black capital letters. Below this, there are several input fields and buttons:

- NAME:** An input field with a placeholder box.
- DATE OF BIRTH:** An input field with a placeholder box.
- NO.:** An input field with a placeholder box.
- CHOOSE GENDER:** A dropdown menu with two options: MALE and FEMALE.
- CONTACTS:** An input field with a placeholder box.
- ADDRESS:** An input field with a placeholder box.
- ESTATE NO.:** An input field with a placeholder box.
- DATE OF EMPLOYMENT:** An input field with a placeholder box.

In the center-left, there is a search bar labeled "KEY IN THE AGENT" containing a placeholder box, and a "SEARCH" button.

At the bottom, there are navigation buttons:

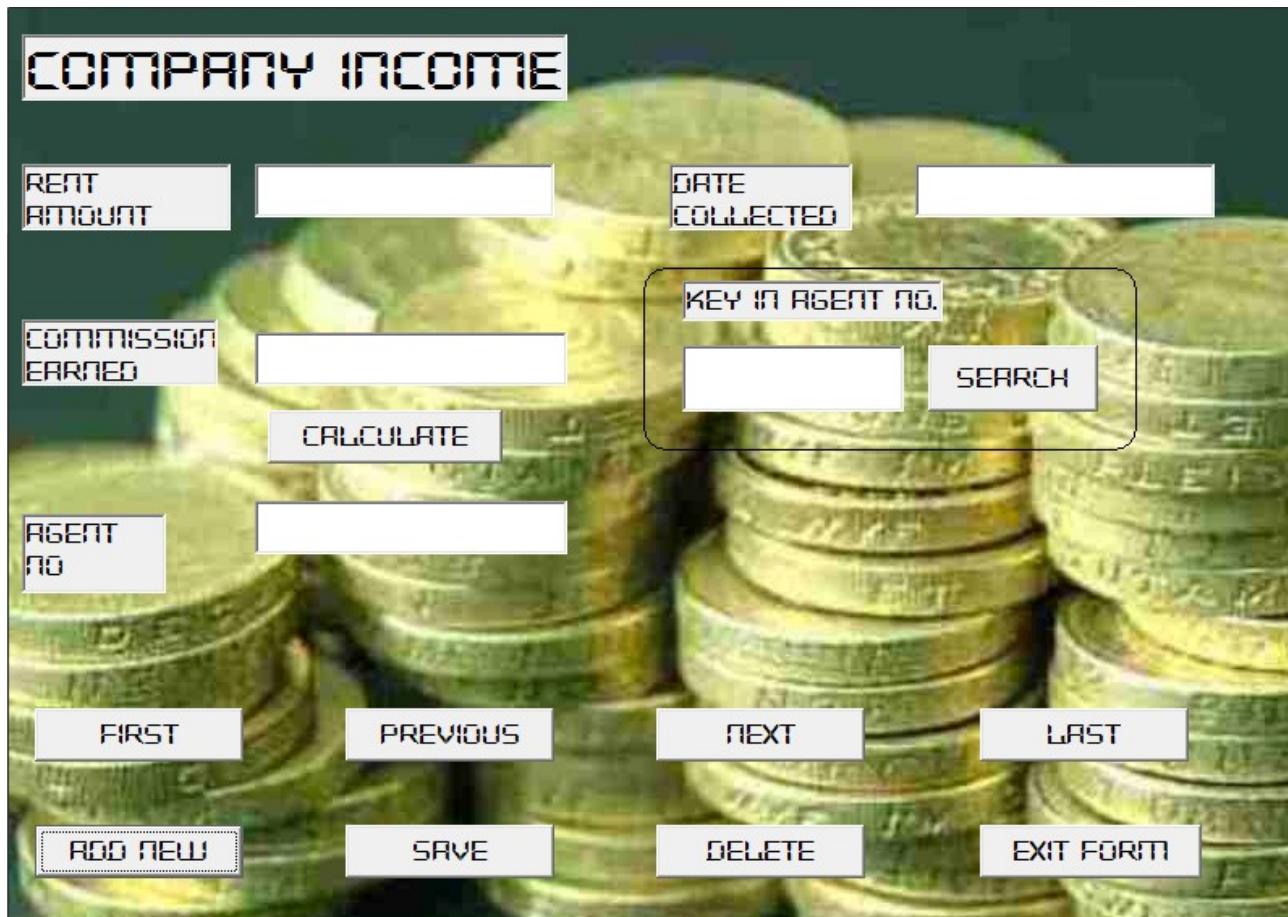
- FIRST**
- PREVIOUS**
- NEXT**
- LAST**
- ADD NEW** (highlighted with a dashed border)
- SAVE**
- DELETE**
- EXIT FORM**

A small model house is held in the hand of the person in the background.

- Click the add new command.
- Fill in all the details.
- Click save command to store the record.

5.2.5: Company Income Form Manual

Under the form menu, click Company Income to open or press CTRL+C.



- Click the add new command.
- Fill in all the details
- Click the calculate command to find the commission.
- Click the save command.

5.2.6: Estate Form Manual

From the forms menu, click the estates button or press CRTL+F on the keyboard.

ESTATES

ESTATE NAME	<input type="text"/>	ESTATE NO.	<input type="text"/>
CHOOSE ESTATE TYPE		ESTATE LOCATION	
<input type="radio"/> LOW INCOME <input type="radio"/> MIDDLE INCOME <input type="radio"/> HIGH INCOME		<input type="text"/>	
<input type="text"/>		KEY IN ESTATE NO.	
OCCUPIED HOUSES	<input type="text"/>	<input type="button" value="SEARCH"/>	
TOTAL NO. OF HOUSES	<input type="text"/>	NO. OF VACANT HOUSES	<input type="text"/>
AGENT NO.	<input type="text"/>	CHECK FOR VACANT HOUSES	
<input type="button" value="FIRST"/>		<input type="button" value="PREVIOUS"/>	<input type="button" value="NEXT"/>
<input type="button" value="LAST"/>		<input type="button" value="ADD NEW"/>	<input type="button" value="SAVE"/>
		<input type="button" value="DELETE"/>	<input type="button" value="EXIT FORM"/>

- Click the add new command.
- Fill in all the details
- Click the check for vacant houses command to find the number of vacant houses.
- Click the save command.

5.2.7: Remittance Form Manual

From the forms menu, click the remittance button or press CRTL+H on the keyboard.

REMITTANCE

The form consists of several input fields and command buttons:

- LANDLORD NO.: [Text Box]
- RECEIPT NO.: [Text Box]
- COMMISSION: [Text Box]
- DATE REMITTED: [Text Box]
- RENT AMOUNT COLLECTED: [Text Box]
- REMITTANCE AMOUNT: [Text Box]
- CALCULATE: [Command Button]
- KEY IN LANDLORD NO.: [Text Box]
- SEARCH: [Command Button]
- FIRST: [Command Button]
- PREVIOUS: [Command Button]
- NEXT: [Command Button]
- LAST: [Command Button]
- ADD NEW: [Command Button] (highlighted with a dotted border)
- SAVE: [Command Button]
- DELETE: [Command Button]
- EXIT: [Command Button]

- Click the add new command.
- Fill in all the details
- Click the calculate command to find the remittance amount defaulted.
- Click the save command.

5.2.8: Rent Payment Form Manual

From the forms menu, click the rent payment button or press CRTL+R on the keyboard.

The Rent Payment Form interface includes the following fields and controls:

- TENANT NO.**: Input field
- HOUSE NO.**: Input field
- CHOOSE HOUSE TYPE**: Radio buttons for **SMALL**, **MEDIUM**, and **BIG**.
- AGENT NO.**: Input field
- ESTATE NO.**: Input field
- CURRENT DATE**: Input field
- DATE DUE**: Input field
- AMOUNT OWED**: Input field
- NO. OF DAYS DEFALTED**: Input field
- AMOUNT PAID**: Input field
- CHOOSE PAYMENT MODE**: Radio buttons for **CASH**, **CHEQUE**, and **CREDIT CARD**.
- BALANCE**: Input field
- RECEIPT**: Input field
- REMARKS**: Input field
- KEY IN TENANT**: Input field
- SEARCH**: Button
- CALCULATE**: Button
- FIRST**: Button
- PREVIOUS**: Button
- NEXT**: Button
- LAST**: Button
- ADD NEW**: Button
- SAVE**: Button
- DELETE**: Button
- EXIT FORM**: Button

- Click the add new command.
- Fill in all the details

- Click the calculate command to find the balance and the number of days defaulted.
- Click the save command.

CHAPTER 6

6.1: Recommendations

The Double A Property Management software has been created with the user's interests in mind. The software was adequately tested in order to discover and eliminate any possible errors. However it is of high importance to consider the following maintenances due to the impossibility of complete elimination of errors:

6.1.1: Perfective Maintenance

The user is required to give any suggestions to the programmer within the first few months of implementation. This will enable addition of necessary improvements to the system thus increase the system's user friendliness and guarantee user satisfaction.

6.1.2: Corrective Maintenance

The user should also report any errors that may have been left out during development and testing as soon as possible so as to allow quick correction of the errors

6.1.3: Adaptive Maintenance

Should the operations of the company change due to competition or any other factors, the system may need to be upgraded or modified to fit the user's new requirements. The programmer can be contacted to do so. This is to ensure that the program continues to work efficiently.

6.2: Conclusion

The project is full proof and the developer is sure it will solve the problem experienced by Double A Property Management Company. The developer fully believes that all objectives have been properly accomplished. The project has also enhanced the developer's skills. Furthermore, the program has increased company profits tenfold as operational costs have been reduced after the implementation of the project.

CHAPTER 7

7.1: Appendix

I.T.: Information Technology

I.D. No.: Identification Number

7.2: References

S. Mburu and G. Chemwa (2004), Longhorn Secondary Computer 2, Longhorn Publishers

Sample Questionnaire

Design and Implementation of Double A Property Management System

DATA COLLECTION QUESTIONNAIRES

INTRODUCTION:

In our current world today, technology has tremendously and thus it has made the daily work of a person easy. This has therefore enhances creation of computerised information systems in organisations.

This has lead to more profit making in organisation. This is because the new system is faster in data processing. Work is done more accurately. This therefore ensures

that a business may run smoothly in its daily transactions. The following document is a questionnaire meant to be used during the case study.

Researchers undertaking:

The researcher is Obudho Gerald Riwo, a student at Consolata High School in Nairobi, who is doing a Computer studies project for the Kenya Certificate of Secondary Education exam, year 2011.

A copy of the same document can be made available upon request. Your answers to the following questions will be highly appreciated.

QUESTIONS (for the staff of the company)

Please answer the following questions appropriately.

PART A

Personal Details (all respondents should complete this section)

Names Department.....

Gender: Male Female

Age (Years) 19 - 29 30 – 40 Above 40

Address:

E-mail Address.....

Obudho Gerald Riwo

401105016

Consolata School

Page 163

PART B (for the managing directors and Chief Executive Officer)

1. Do you have any form of experience with computers?

Yes

No

2. How do you view a computer based information system?

3. Have you had any interest in a computer based information system?

Yes

No

3(a) If yes -explain

3(b) If no explain

4. Would be willing to attend any formal computer training?

Yes

No

4(a) If yes explain

4(b) If No explain

5. Would you recommend your organization to adopt a computer based information system?

Yes

No

PART C (The manager or his assistant or his representative will complete this part)

1. Do you have any experience with computers?

Yes

No

2. Have you had any problem in dealing with information in your company?

Obudho Gerald Riwo

401105016

Consolata School

Page 165

Yes

No

If yes explain.

3. What do you think would be the solution to this problem?

4. Which department in your company do you consider most important and why?

5. Have you ever made loses due loss or poor handling of information?

Yes

No

If yes explain

6. Would you support the move to computerize your information department?

Yes

No

PART D

(This part is to be filled by those working at the information department.)

1. Do you have any experience with computers?

Yes

No

2. Do you have any formal training on computer application?

Yes

No

If yes what level of training (Hint: certificate, diploma, degree)?

3. What is your perception on computer based information system?

Obudho Gerald Riwo

401105016

Consolata School

Page 167

4. Have you had any difficulty in taking care of your information?

 Yes No

If yes, explain

5. Have you ever lost any information?

 Yes No

If yes, explain.

If no, explain?

6(a). Out of all the problems that you have so far faced, which problem can you rate as the most serious?

6(b). Why do you rate that problem as the most serious?

7. Would you propose a computer based information system to your business?

Part D (Cont.)

1. Do you have any experience with databases? Please explain.

2. Given the following databases which one would you prefer to work with and why?

Please tick only one box

1. Oracle

2. Microsoft Access

3. SQL

4. Dbase

Please give reasons for your answer.

2. How would you like the reports produced by the system to look like?

3. What can you say about the colourings of the systems screens or interfaces?

Which colour would you prefer to feature in most of the screens?

PART E

(This part is to be completed by the staff working at the information office)

Obudho Gerald Riwo

401105016

Consolata School

Page 170

(This part of the questionairre will help to capture the functional requirements of the system i.e what the system will do inorder to solve the problem).

1. What would you wish that the proposed helps you in?

(please list them.)

- i.
- ii.
- iii.
- iv.
- v.
- vi.
- vii.
- viii.
- ix.
- x.
- xi.
- xii.
- xiii.
- xiv.
- xv.

2.What are the most important reports would you expect the system to produce for you?

Please list them.

Obudho Gerald Riwo

401105016

Consolata School

Page 171

- i.
- ii.
- iii.
- iv.
- v.
- vi.
- vii.
- viii.
- ix.
- x.
- xi.

3. What other functionality or service(not covered in this quesrtionairre) would you wish that the system provided?

- i.
- ii.
- iii.
- iv.
- v.
- vi.
- vii.
- viii.
- ix.
- x.
- xi.

- xii.
- xiii.
- xiv.
- xv.

Thank you May God bless you!

SAMPLE TENANCY AGREEMENT

(For letting a residential dwelling)

Document
Number

Notes for Agents and Tenants

- This Tenancy Agreement is for letting furnished or unfurnished residential accommodation on an assured tenancy. As such, this is a legal document and should not be used without adequate knowledge of the law, of Agent and tenant.
- This agreement may be used for residential tenancies only.

Notes for Tenants

- This tenancy agreement is a legal and binding contract and the Tenant is responsible for payment of the rent for the agreed term. The agreement may not be terminated early unless the agreement contains a break clause, or written permission is obtained from the Agent.
- Where there is more than one Tenant, all legal obligations for rent and repair costs can be enforced against all tenants jointly and against each individually.

- If you are unsure of your obligations under this agreement, then you are advised to take independent legal advice before signing.
- Tenants must always be given the opportunity to thoroughly read and understand this Agreement before completing and signing it.

THIS AGREEMENT is made on the date specified below BETWEEN the Agent and

Tenant

Date

_____ / _____ / _____

Agent(s)

Agent Address

Tenant(s)

Property;

The dwelling known as:-

House Type:

Obudho Gerald Riwo

401105016

Consolata School

Page 174

The fixtures and fittings at the Property, together with any furniture, carpets, curtains and other effects listed in the Inventory (where applicable)

Term

For the term of: - _____

Commencing on: - _____ / _____ / _____

Rent

_____ per calendar month

(Rewrite figures here)

Payment Mode

Cheque

Cash

Credit Card

Other (Tick one only)

Rental payments are due in advance and will be equal monthly payments due on the

____ day of the month

First rental payment to be made on _____ / _____ / _____

Deposit

Obudho Gerald Riwo

401105016

Consolata School

Page 175

A Deposit of _____ is payable upon the signing of this Agreement.

Premises are

Furnished

Unfurnished (tick one only)

Terms and Conditions

1. The Agent agrees to let and the Tenant agrees to take the Property and Contents for the Term at the rent payable as above.
2. The Tenant pays the Deposit as security for their performance of the Tenant's obligations and to pay and compensate the Agent for any breach of those obligations. It is agreed that this sum shall not be transferable by the Tenant in any way, and at any time against the payment of the Rent and that no interest shall be payable on this Deposit. The balance of the Deposit is to be paid to the Tenant only after vacation of the Property, such amount to be assessed at the outgoing check upon termination of the Agreement.
3. (Tenants Obligations) the Tenant agrees with the Agent:-

Rents and Charges

- To pay the deposit as requested for security for any loss or damage to the premises or contents. The Deposit will be held by the Agent and will be

Obudho Gerald Riwo

401105016

Consolata School

Page 176

refunded to the Tenant at the end of the Term (however it ends) at the forwarding address provided to the Agent but less any reasonable deductions properly made by the Agent to cover any reasonable costs incurred or losses caused to him by any breaches of the obligations in his agreement by the Tenant. No interest will be payable to the Tenant in respect of the deposit money

- To pay the rent on the days and in the manner specified to the Agent.
- Interest, to pay interest upon any late rental payments at 0.5% of the outstanding amount per day for any payments that are after the tenth of every month.
- Insurance, the house is insured by the Agent, but for any claim made which was the fault of the Tenant, or their guests. The Tenant(s) are responsible for the insurance of their own contents.
- Not to do or permit anything to be done which might make void or voidable the insurance of the Agent, or occasion an increase in the premium. Any increase in the premium due to the Tenant(s) actions may be charged directly against them.

Use of the Property

- Not to assign, or sublet, part with possession of the Property, or to let any other person live at the Property.
- To use the Property as a single private dwelling and not to use it or any part of it for any other purpose nor to allow anyone else to do so.
- Not to receive paying guests or carry on or permit to be carried on any business, trade or possession on or from the Property.

- Not to do or permit or suffer to be done in or on the Property any act or thing which may be a nuisance damage or annoyance to the Agent or to the occupiers of the neighbouring premises, or which may void any insurance of the Property or cause the premiums to increase.
- Not to keep any animals or birds or other living creature on the Property without the Agent's written consent such consent if granted to be revocable at will by the Agent.
- Not to use the Property for any illegal or immoral purpose.
- That all rubbish is stored in appropriate rubbish bins in a suitable place and made available for collection
- That no dangerous items, including explosive or flammable materials be left lying around the immediate neighbourhood by you and/or any member of your household.
- To park cars in the pre-designated parking spaces (where appropriate)
- Not to possess drugs, or other illegal items on the premises other than over the counter drugs and drugs prescribed by a qualified medical practitioner.

Repairs

- Not to damage or injure the Property and Contents or make any alteration or addition to it. Any redecoration is to be made only with the prior written consent of the Landlord or his Agent.
- To keep the interior of the Property and Contents in good clean condition and complete repair (damage by accidental fire and reasonable wear and tear excepted) and to keep the Property at all times well and sufficiently aired and

warmed during the tenancy. This clause does not oblige the Tenant to put the Property into better repair than it was in the beginning of the tenancy.

- To immediately pay the Landlord or his Agent the value of replacement of any furniture or effects lost or damaged or destroyed or at the option of the Agent, replace immediately any furniture or effects lost, damaged or destroyed, and not to remove or permit to be removed any furniture or effects from the Property.
- That the Agent or any person authorised by the Agent may at reasonable times on giving 24 hours' notice (unless in the case of an emergency) enter the property for the purpose of viewing, inspecting its condition and state of repair or for the purpose of repair, maintenance or repainting.
- Should the Tenant(s) fail to acknowledge a Agent notice (requesting to carry out repairs), the Agent may return after a period of 10 days, and carry out the repairs himself, with the Tenant being liable for any costs.
- To keep the gardens (if any) including all driveways, pathways, lawns, hedges and rockeries, neat tidy and properly tended at all times and not remove any trees or plants and to keep any garage in good order.
- To replace all broken glass in doors and windows damaged during the tenancy.
- Not to alter or change or install any locks on any doors or windows in or about the Property or have any additional keys made for any locks without the prior written consent of the Agent.

- To notify the Agent promptly in writing of any disrepair, damage or defect in the Property or of any event which causes damage to the Property or which may give rise to a claim under the insurance of the Property.
- Not to glue stick or otherwise fix anything whatsoever to the exterior or interior of the Property without the Agent's written consent.

In order to comply with the Safety Regulations, it is necessary:

- That the ventilation provided for this purpose in the Property should not be blocked
- That brown or sooty build up on any gas appliance should be reported immediately to the Agent.
- To keep the drains, waste pipes and gutters free from obstruction and to keep the chimney (if appropriate) swept as often as necessary.

Other Tenant Responsibilities:

- Not to leave the Property vacant for more than 30 consecutive days and to properly secure all locks and bolts to the doors, windows and other openings when leaving the Property unattended.
- To inform the Agent in writing of any periods over days, when the premises will be left empty.
- To fully pay and compensate the Agent for any costs expense loss or damage incurred or suffered by the Agent as a consequence of any breach of the Agreement on the part of the Tenant in this Agreement.

- Within the last two months of the tenancy to permit the Agent or any person authorised by the Agent at reasonable hours in daytime to enter and view the Property with prospective Tenants or purchasers.
- Not to introduce into the Property any portable heaters fired by liquid or bottled gas fuels without the Agent's prior written consent.
- That the Tenant shall be responsible for testing all smoke detectors (if any) fitted in the Property on a regular basis and replace the batteries as necessary.
- To clean the windows inside and out at least once every two months.

End of Tenancy

- To allow the Agent to affix a re-letting sign to the premises, eight weeks prior to the termination of the tenancy, and allow the Agent or other persons with the Agents permission to view the premises at reasonable hours.
- To leave the Property and the Contents at the end of the tenancy in the same places in which they were originally positioned at the commencement of the tenancy.
- To arrange for the Property to be professionally cleaned on the termination on the Tenancy. To pay for any cleaning services that may be required reinstating the Property to the same order that it was provided at the commencement of the tenancy including the washing and ironing or cleaning of all linen, carpets and curtains which shall have been soiled during the tenancy.
- To provide the Agent with a forwarding address when the tenancy comes to an end.

- If the Tenant(s) abandon the property without telling the Agent, the Agent will enter the property, repair and clean if necessary and charge the Tenant accordingly. The tenant agrees to pay all costs connected with the Agent(s) attempt to find their geographical whereabouts, including any court fees.
- To leave the property at the end of the tenancy in good repair and condition, upon the date so appointed and hand back all keys to doors, windows and any other items, for which the Agent will provide the Tenant with a receipt.
- Notice, the Tenant(s) must give at least one months notice to the Agent, (after any fixed term of the tenancy agreement has ended), either by recorded post to the Agents address, or in person.

4. (Agent Obligations) the Agent agrees with the Tenant that:-

- Provided the Tenant shall pay the Rent and perform the agreements on his part already referred to, the Agent shall permit the Tenant to have quiet enjoyment of the Property without unreasonable interruption by the Agent or his Agent.
- The Agent will keep in repair:-
 - the structure and exterior of the Property (including drains, gutters and external pipes);
 - the installations at the Property for the supply of water, gas and electricity and for sanitation (including basins, sinks, baths and sanitary conveniences);
 - the installation at the Property for space heating and heating water

- But the Agent will not be required to:-
 - carry out works for which the Tenant is responsible by virtue of his duty to use the Property in a Tenant-like manner;
 - reinstate the Property in the case of damage or destruction if the insurers refuse to pay out the insurance money due to anything the Tenant has done or failed to do;
 - rebuild or reinstate the Property in the case of destruction or damage of the Property by a risk not covered by the policy of insurance that is affected by the Agent.
- All necessary consents have been obtained to let the Property.
- The Agent will pay for all Water rates, including sewerage rates, assessments and outgoings in respect of the Property (except for council tax and charges for the supply of gas or electricity, light and power or the use of any telephone).
- To insure the Property (building) and arrange for any damage caused by an insured risk to be remedied and to provide a copy of the insurance policy to the Tenant.
- The Agent will return to the Tenant any rent payable for any period during which the Property may have been rendered uninhabitable by fire or any other risk which the Agent has insured.

5. Upon successful granting of a Court Order, the Agent may re-enter the Property and immediately thereupon the tenancy shall absolutely determine without prejudice to the other rights and remedies of the Agent, if the Tenant has not complied with

Obudho Gerald Riwo

401105016

any obligation in this Agreement or should the Rent be in arrears by more than fourteen days whether formally demanded or not.

6. The Agent agrees to carry out any repairing obligations

7. In this Agreement, unless the context otherwise requires, the following expressions shall have the following meanings:

- "The Agent" is the person who has been assigned to manage the house on behalf of the property.
- "The Tenant" this is the person(s) who lives in the premises and pays a given amount of rent.

8. The parties agree:-

- Notice is hereby given that possession might be recovered if the Agent used to live in the Property as his or her main home, or intends to occupy the Property as his or her only or main home.
- Any notice served by the Agent on the Tenant shall be sufficiently served if sent by registered or recorded delivery post to the Tenant at the Property or the last known address of the Tenant or left addressed to the Tenant at the Property.
- For stamp duty purposes, the Agent and the Tenant confirm that there is no previous agreement to which this Agreement gives effect
- The Agent shall be entitled to have and retain keys for all the doors to the Property but shall not be entitled to use these to enter the property without the consent of the Tenant (save in an emergency)

- Any notices or other documents shall be deemed served on the Tenant by either being left at the Premises or by being sent to the Tenant at the Premises by first-class post. If notices or other documents are served on the Tenant by post they shall be deemed served on the day after posting
9. The Property is let together with the special conditions listed below and the First Schedule attached hereto.

Special Conditions:

-

-

-

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=====

SIGNED BY THE AGENT(S)

Date

In the presence of:-

Name

Address _____

Occupation _____

Witness signature _____

SIGNED BY THE TENANT(S)

Obudho Gerald Riwo

401105016

Consolata School

Page 186

In the presence of:-

Name _____

Address _____

Occupation _____

Witness signature _____

FIRST SCHEDULE

This Schedule will not be included as part of the Tenancy Agreement unless signed by both the Tenant(s) and the Agent (or Agent acting on the Agent's behalf)

The Agent has authorised the items listed below to be included in the property as part of the furnishings. They will be provided to the property as soon as they can reasonably be procured:

Obudho Gerald Riwo

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The Agent has authorised that the following works or repairs to the property will be carried out as soon as reasonably practicable:

Obudho Gerald Riwo

401105016

Consolata School

Page 189

Signature of Tenant(s) _____

Date _____

Signature of Agent(s) _____

Date _____

Signature of Landlord(s) _____

Date _____