Problems

1. Conflicting property jurisdictions.

2. Asset Identification

 - Keeping track of property rates and bills

 - Documentation

3. Service contracts

Utility Management

Inventory management

Handling /tracking transfers

Tenancy third party renewals

- Utility Management

1. Payment of bills (water, telephone, internet, electricity)

2. Refuse fees (signs contracts)

Objectives

- System should track payments

— Maintainence

Corrective and preventive

Objectives

1. Not missing track of service periods

2. Keeping track of previous services made

.

Property Management

- Asset Identification
- Location

- Property rate
- Documentation

Objectives

1. Keeping track of people in certain properties or when they leave.
2. Knowing assets attached to a property.

Tenancy

- Records of tenants

- Checking payments and outstanding payments of tenants

-. Attaching copies of documents to properties

- Renewal notifications, duration, owner of property comments on properties, amount paid, occupier,

tracking costs of service