**Information to be collected as sign up for stakeholders**

1. **Property Details**
2. Name of the property
3. Address: Street name and number
4. L.R. No. (unique to every property)
5. Landlord’s Name (Chose from db or create new)
6. Units
7. **Tenant Registratio++n**
8. Name of Tenant
9. I.D. No. / C.R. No.
10. Contact details; Email, Phone number
11. Occupation \*
12. Property (L.R. Number/ Name of the property) + unit
13. **Property Managers**
14. Name
15. Individual/Company
16. ID Number/ Company Number
17. Contact details
18. **Landlord** (**Might be signed in by the property manager, consider a sheet download for signup**)
19. Name of the landlord
20. (Individual & Company)
21. I.D. No. / Company Number
22. Contact Details of the Landlord
23. PIN Number \*
24. Account Details
25. **Contractors**
26. Name of contractor
27. Individual/Company
28. I.D. / C.R. No.
29. Core activity; Cleaning, Plumbing, Construction, Water vendor. \*

**Rent Management (Core) by the property**

**Basically this is the collection of rent and generation of reports**

**(Find variables to be considered)**

Reports to be generated include

1. Tenant schedule – summary of tenants per building per a period of time
2. Tenant statement sheet – tenants financial statement over a period of time.
3. Building income statement – building financial statement over a period of time.
4. Building expenditure summary – Expenses of building over a period of time
5. Landlord income statement – Income statement of a landlord over a period of time (all portfolio)
6. Property manager income statement – Generally a percentage of rent over a period of time (need to be set by the manager
7. Property tax statements
8. Arrears statement – Per building/per landlord
9. Rental deposit accounts
10. Vacancy schedule per building

**Communication (This is key)**

1. Property manager and Tenant
2. Landlord and property manager
3. Property manager and contractors
4. Tenant and contractors

**Forms that can be download by different stakeholders**

1. Property Manager

* Tenant application form
* Handover Checklist
* Applications form for tenant - Residential
* Application for tenant – Commercial

1. Tenant

* Clearance forms

1. Landlord

* Handover checklist

1. Contractor