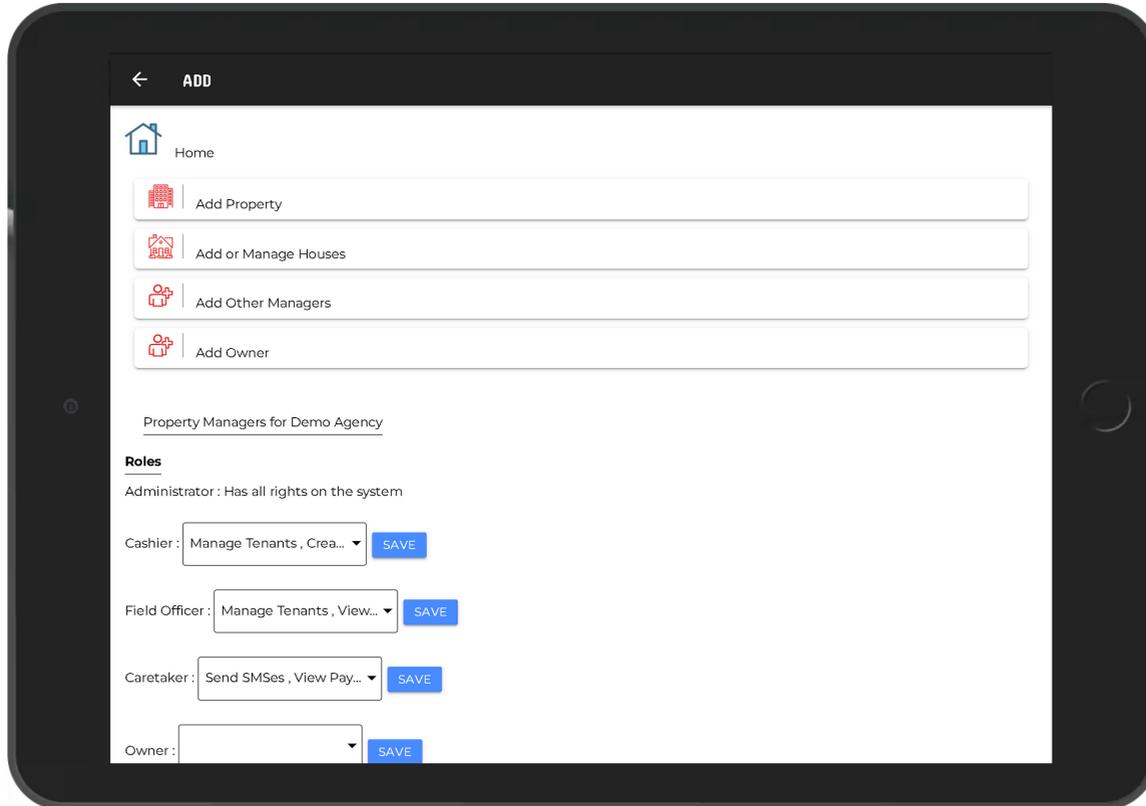


# Add Properties > Add



# Add Properties > Add CONT'D

← ADD

Field Officer :

Caretaker :

Owner :

Name	Role	Properties Managed	Projects Managed	Save Changes	Delete
Test User	<input type="text" value="Administrator"/>	<input type="text" value="Red Building, Bl..."/>	<input type="text" value="bypass, Bountif..."/>	<input type="button" value="SAVE"/>	

My Properties

Search:

Show  entries

Name	Edit	Delete
Blue Building	<input type="text" value="✍"/>	<input type="text" value="✖"/>
Red Building	<input type="text" value="✍"/>	

Showing 1 to 2 of 2 entries

First Previous  Next Last

# Add Properties > Add Property

ADD

close

### ADD PROPERTY

Automated Payment Options	None
Paybill (optional)	e.g 247247 for Equity
Bank & Ac Name (for rent payment, optional)	e.g Equity ABC Agency
Bank Account Number (optional)	
Till Number (optional)	
Garbage (optional, leave as 0 if you do not charge)	0
Service Charge	We don't charge
Automatically Create Invoices	No
Automatically Send Rent SMS Reminders	No

ADD

Owner:  SAVE

# Add Properties > Add Property CONT'D

← ADD

Home

close

### ADD PROPERTY

Till Number (optional)	<input type="text"/>
Garbage (optional, leave as 0 if you do not charge)	<input type="text" value="0"/>
Service Charge	We don't charge ▾
Automatically Create Invoices	No ▾
Automatically Send Rent SMS Reminders	No ▾

ADD

\* An sms will be sent to the tenant telling them their late fee penalty if you charge late fees. Be careful when charging late fees during this pandemic as tenants may not be pleased.

\* If you enter your Paybill Number, the account number sent to the tenant for their rent invoice will be their house number

\* The bank name and account number are sent to the customer via SMS and email when you create an invoice

\* Tenants can send messages from the app to the caretaker phone number you set

\* Agent commission is used to calculate how much an agency is owed from rent collected

Roles

Administrator

Cashier: Mar

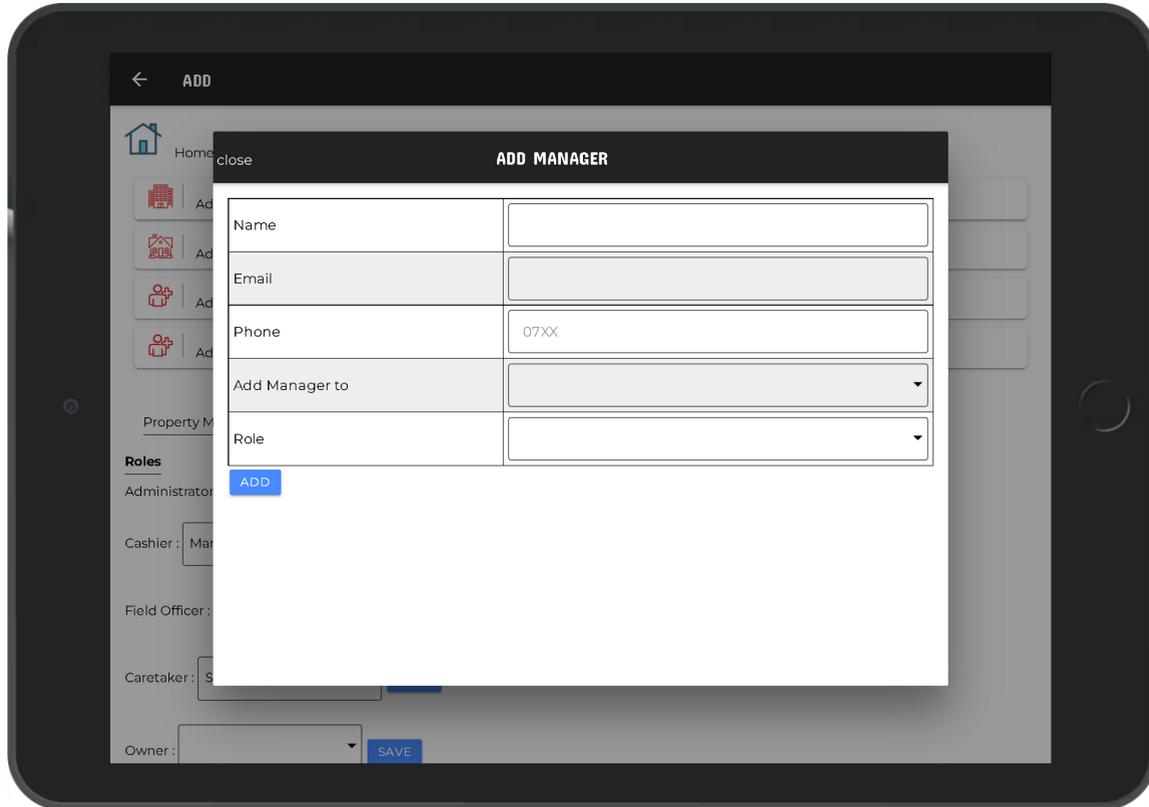
Field Officer:

Caretaker: S

Owner: ▾

SAVE

# Add Properties > Add Manager



# Add Properties > Add or Manage Houses

← **ADD & MANAGE HOUSES**

Select Property

House Type

Number of Houses

Rent

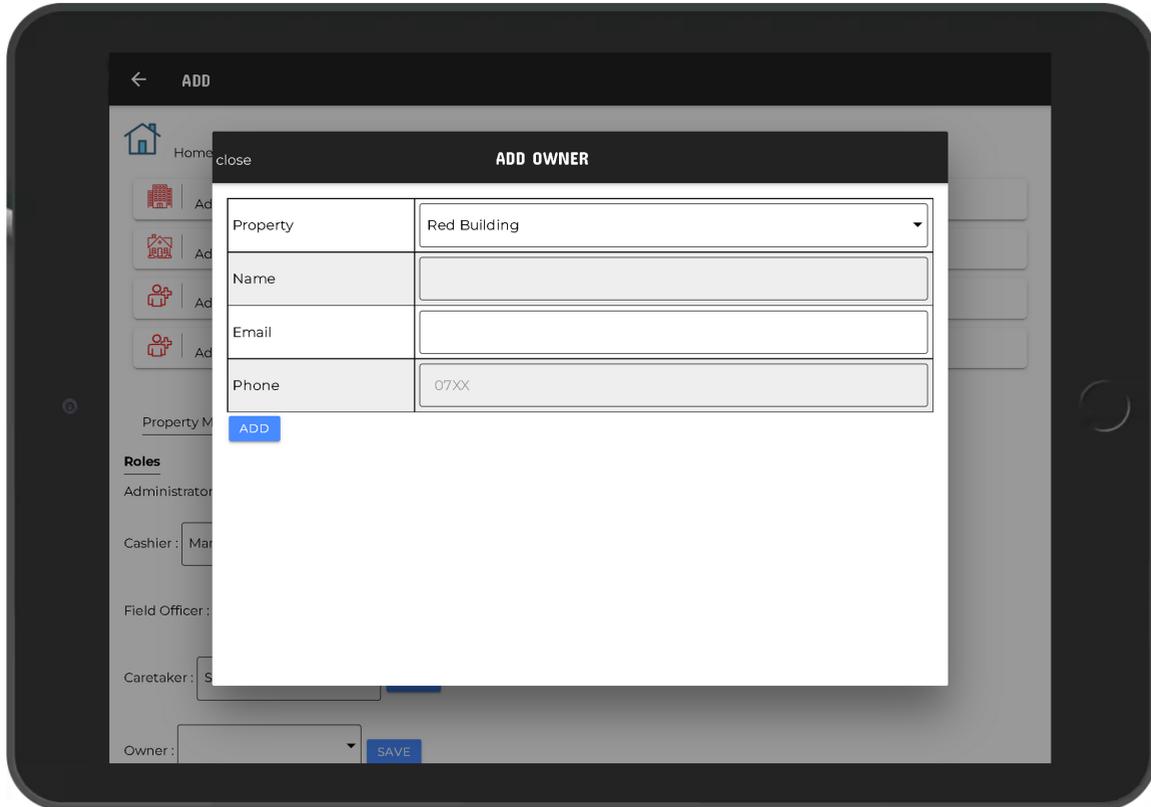
**ADD HOUSES**

Select another house type and click 'Add Houses' again to add another type of house. Fill in house details like hse no and then click save at the bottom of the page.

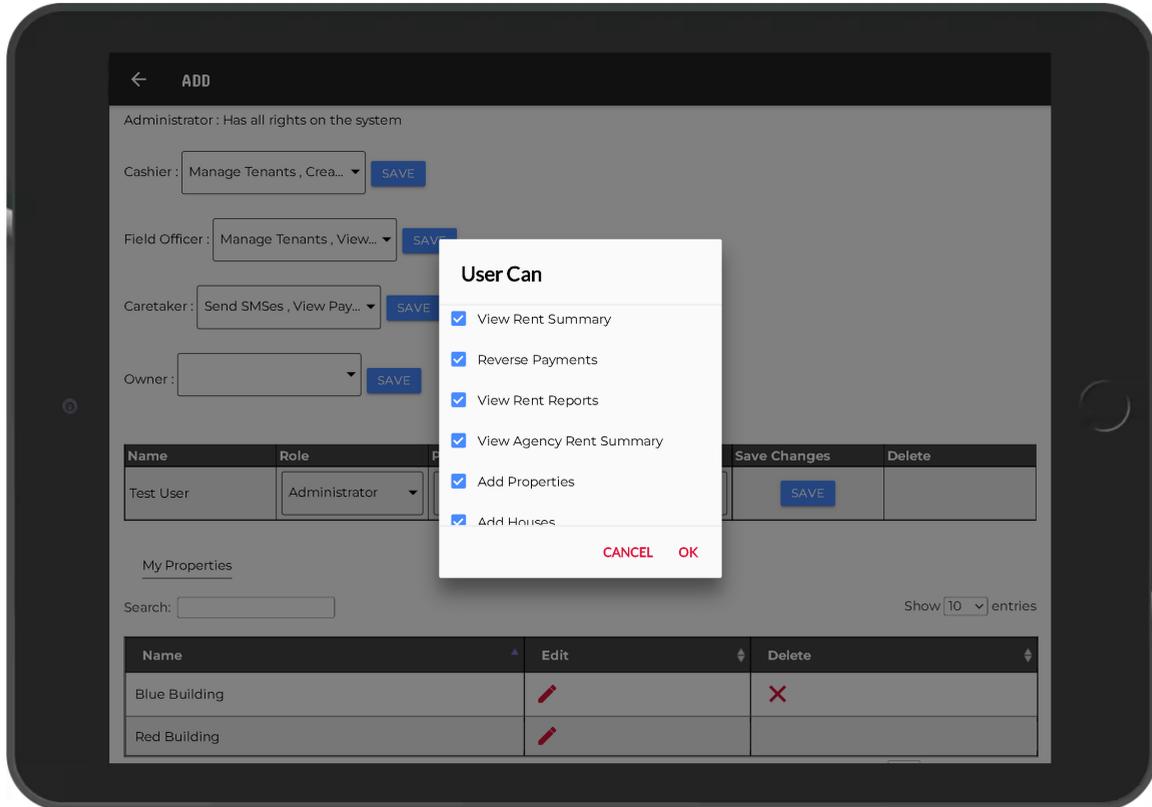
HSE NO	HSE TYPE	TENANT	RENT	WATER COST PER UNIT	LAST METER READING	DELETE HSE
<input type="text"/>	Bedsitter	House is Vacant	<input type="text" value="7000"/>	<input type="text" value="100"/>	<input type="text" value="0"/>	<b>DELETE</b>
<input type="text"/>	Bedsitter	House is Vacant	<input type="text" value="7000"/>	<input type="text" value="100"/>	<input type="text" value="0"/>	<b>DELETE</b>
<input type="text"/>	Bedsitter	House is Vacant	<input type="text" value="7000"/>	<input type="text" value="100"/>	<input type="text" value="0"/>	<b>DELETE</b>
<input type="text" value="Red 1"/>	1BR	John	<input type="text" value="20000"/>	<input type="text" value="100"/>	<input type="text" value="5"/>	<b>DELETE</b>

**SAVE**

# Add Properties > Add Owner



# Add Properties > Roles > User Can



# Add Properties > Edit Property

The image shows a tablet displaying a mobile application interface. The main screen is titled "ADD" and shows a list of properties. A modal window titled "EDIT PROPERTY" is open, displaying a table of property details. The background screen shows fields for "Field Officer:", "Caretaker:", and "Owner:", along with a search bar and a list of properties including "Test User", "Blue Building", and "Red Building".

EDIT PROPERTY	
Name	Red Building
Caretaker's Phone	0722002222
Agent Commission Is (calculated on rent collected only excluding utilities and deposits)	We don't charge
Charge Late Fee	Don't charge late fee
Automated Payment Option	None
Paybill	234756
Bank & Ac. Name	Equity Bank, MALL PLAZA
Ac No	0102029102
Till	

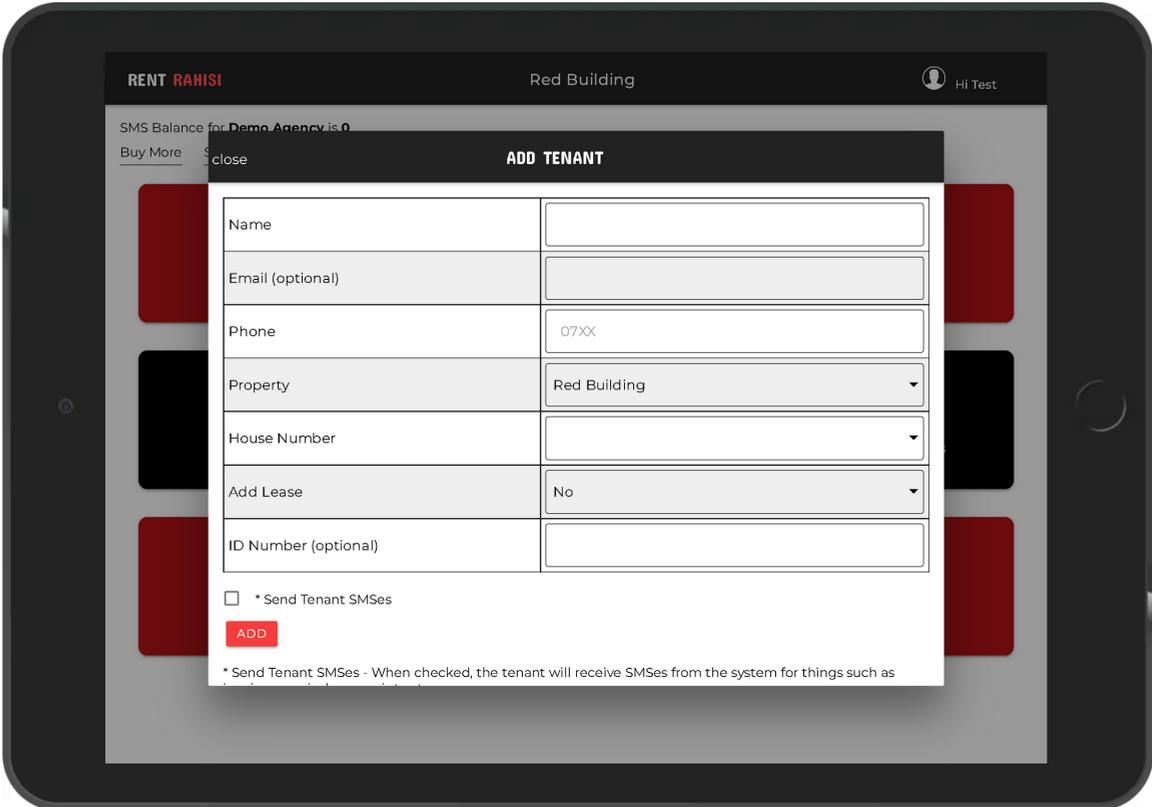
# Add Properties > Edit Property CONT'D

The screenshot shows a mobile application interface with a modal dialog box titled "EDIT PROPERTY". The dialog box is overlaid on a background screen that displays property information and a list of buildings. The dialog box contains a table with the following data:

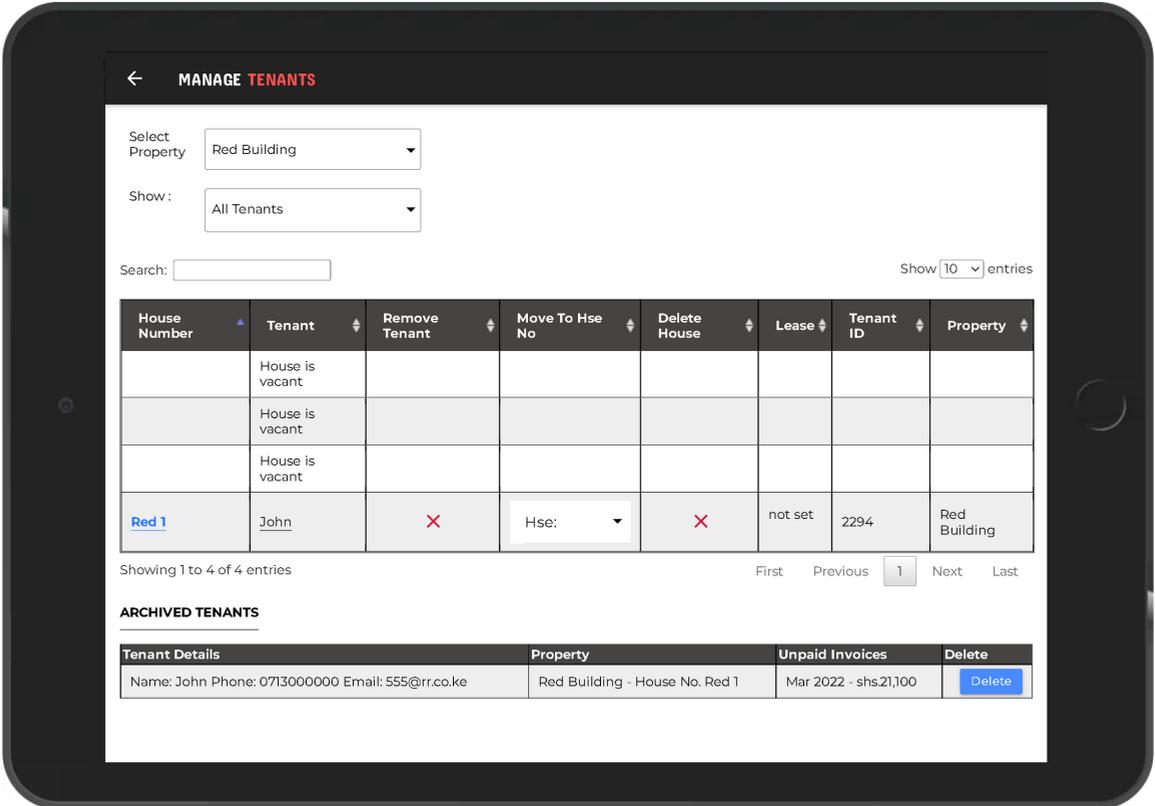
EDIT PROPERTY	
AC No	0102029102
Till	
Garbage	0
Water is	read from the meter
Water Unit Cost	100
Service Charge Is	A fixed amount
Service Charge Fixed Amount	0
Automatically Create Invoices	No
Automatically Send Rent SMS Reminders	No

Below the table, there is a blue "SAVE" button. The background screen shows a "Field Officer" field, a "Caretaker" field, an "Owner" field, and a list of buildings with "Name" headers. The list includes "Blue Building" and "Red Building". At the bottom of the background screen, there is a pagination control showing "Showing 1 to 2 of 2 entries" and navigation buttons for "First", "Previous", "Next", and "Last".

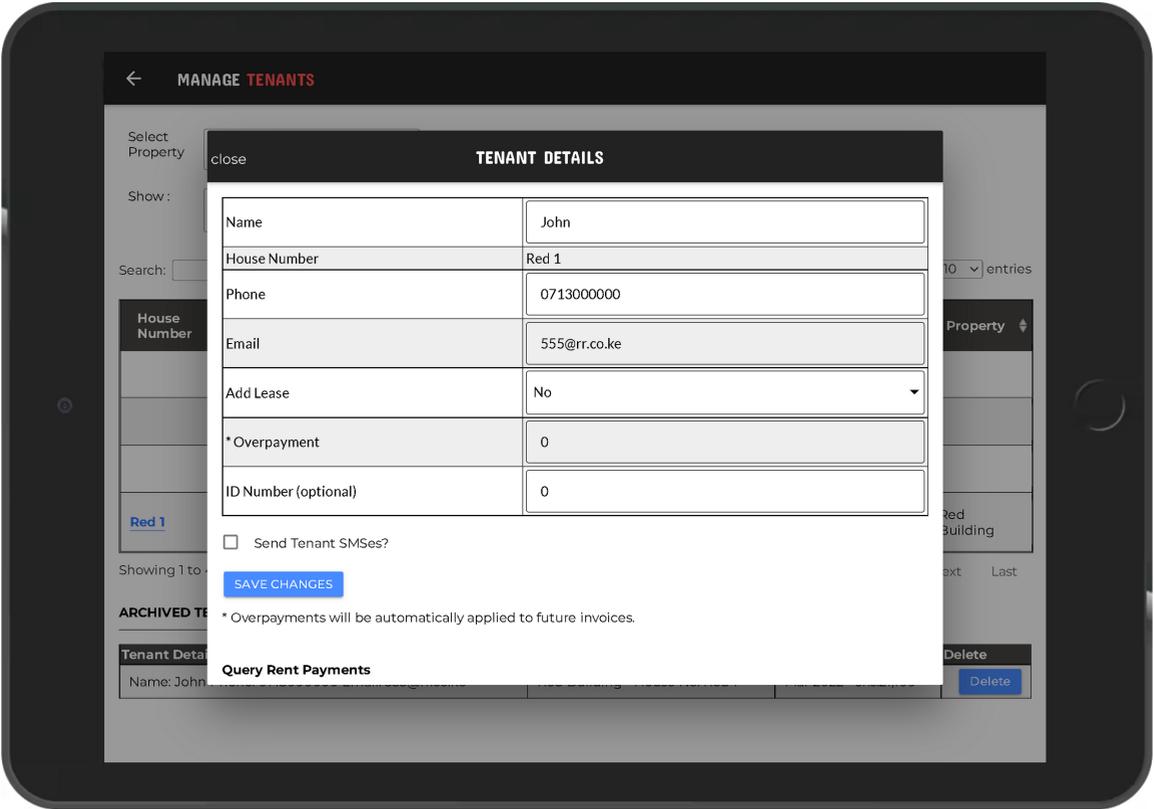
# Home>Add Tenant



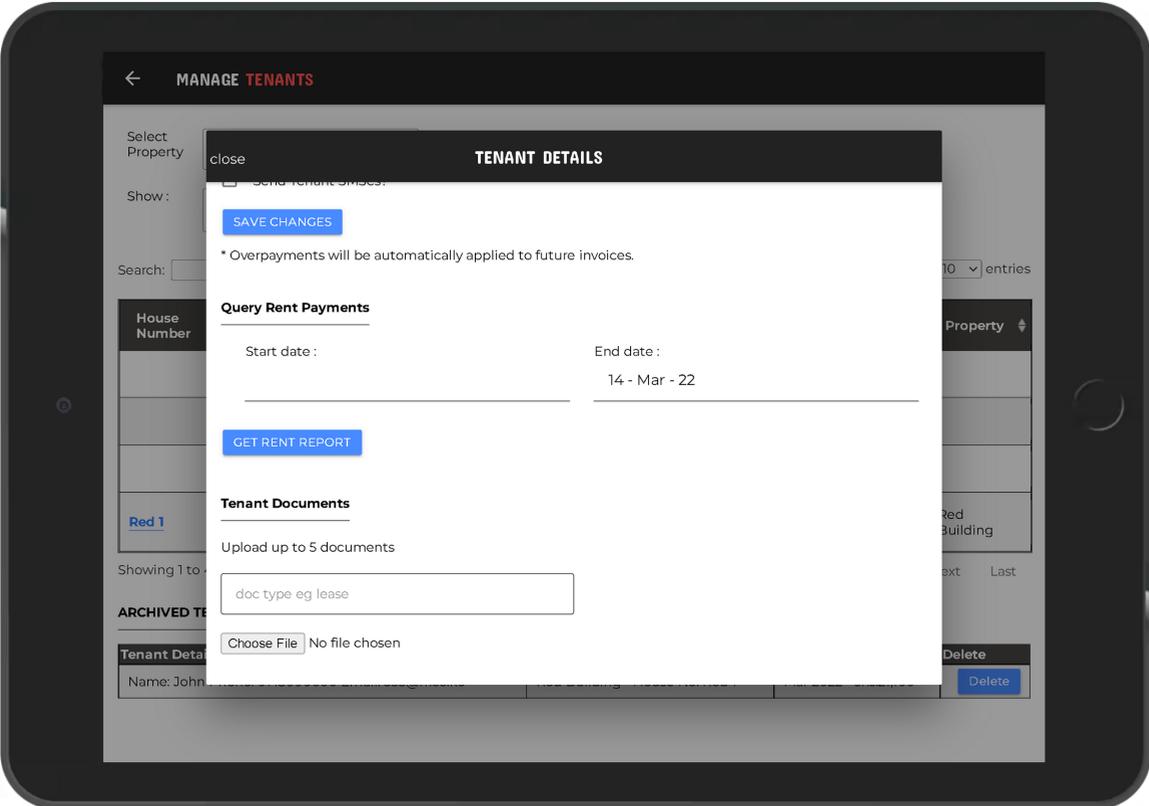
# Home > Manage Tenants



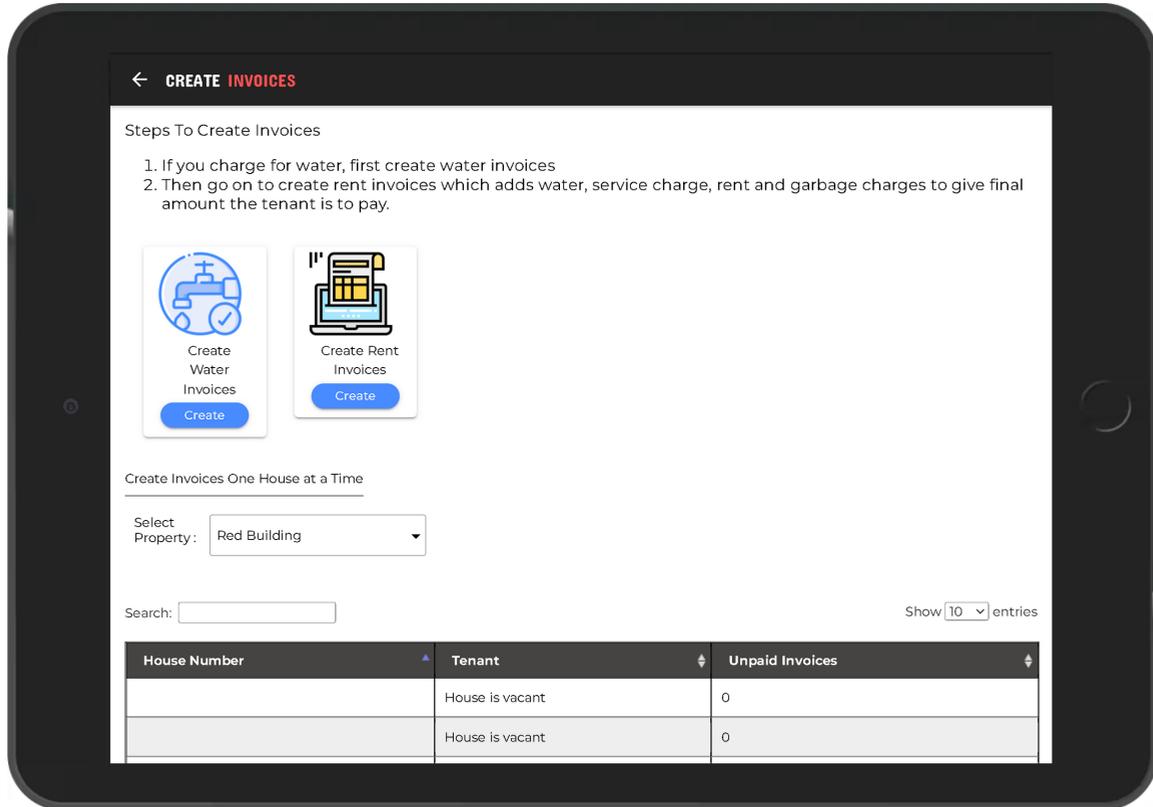
# Manage Tenants > Tenant Details



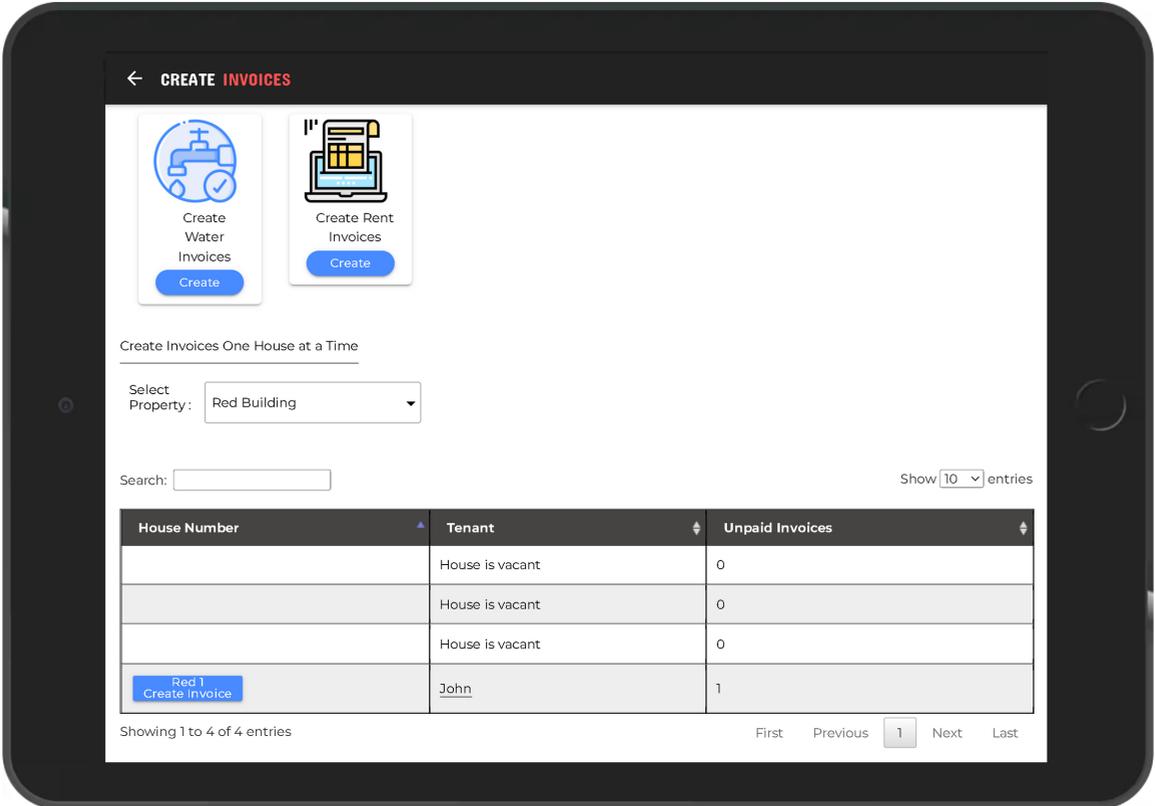
# Manage Tenants > Tenant Details CONT'D



# Home > Create Invoices



# Home>Create Invoices CONT'D



# Create Invoices > Create Water Invoices

← WATER INVOICES

Month

Year

Select Property:

**GET LAST READINGS**

PROPERTY: RED BUILDING

You do not have to enter all readings at the same time. You can enter and save one reading at a time as you move from house to house.

These are the houses you have not created a water invoice for the month you select. Once you save current water reading, it will no longer appear here.

HOUSE NO.	TENANT	PROPERTY	UNIT COST	PREVIOUS READING	CURRENT READING
<a href="#">Red 1</a>	John	Red Building	<input type="text" value="100"/>	5	<input type="text"/>

**SAVE CURRENT READINGS**

# Create Invoices > Create Unified Bulk Invoices

← WATER INVOICES

Month

Year

Select Property:

**GET LAST READINGS**

PROPERTY : RED BUILDING

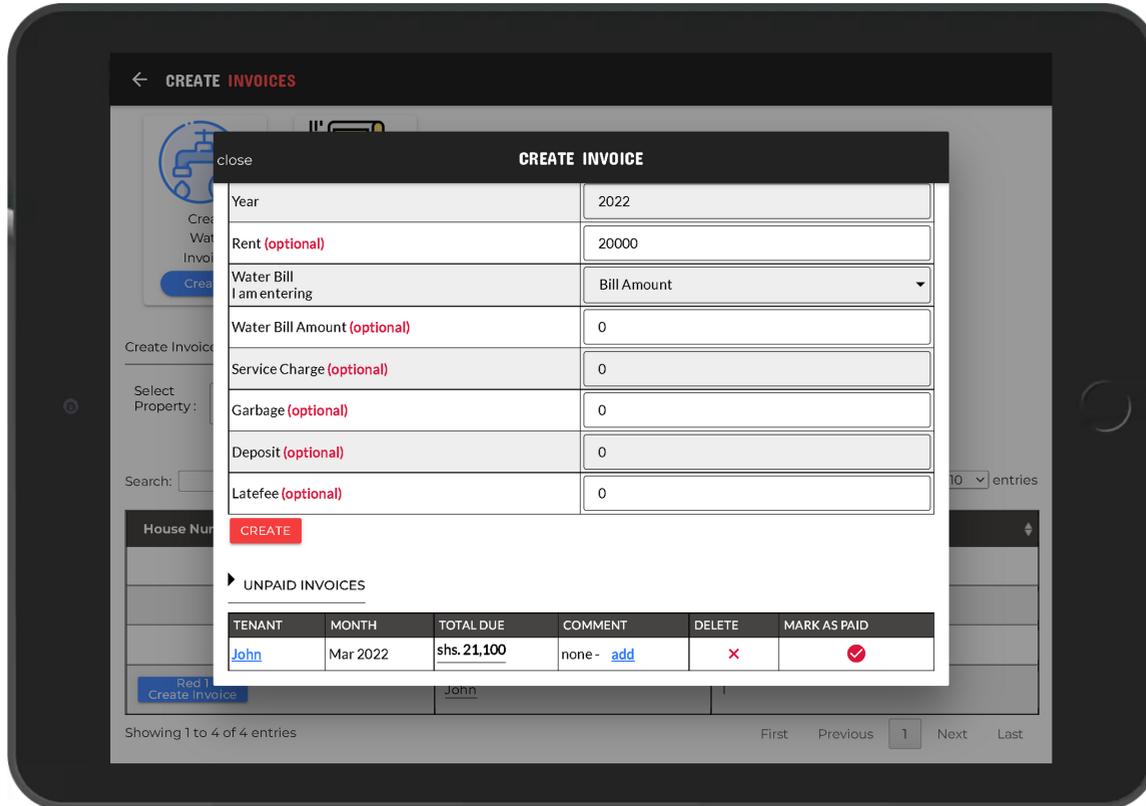
You do not have to enter all readings at the same time. You can enter and save one reading at a time as you move from house to house.

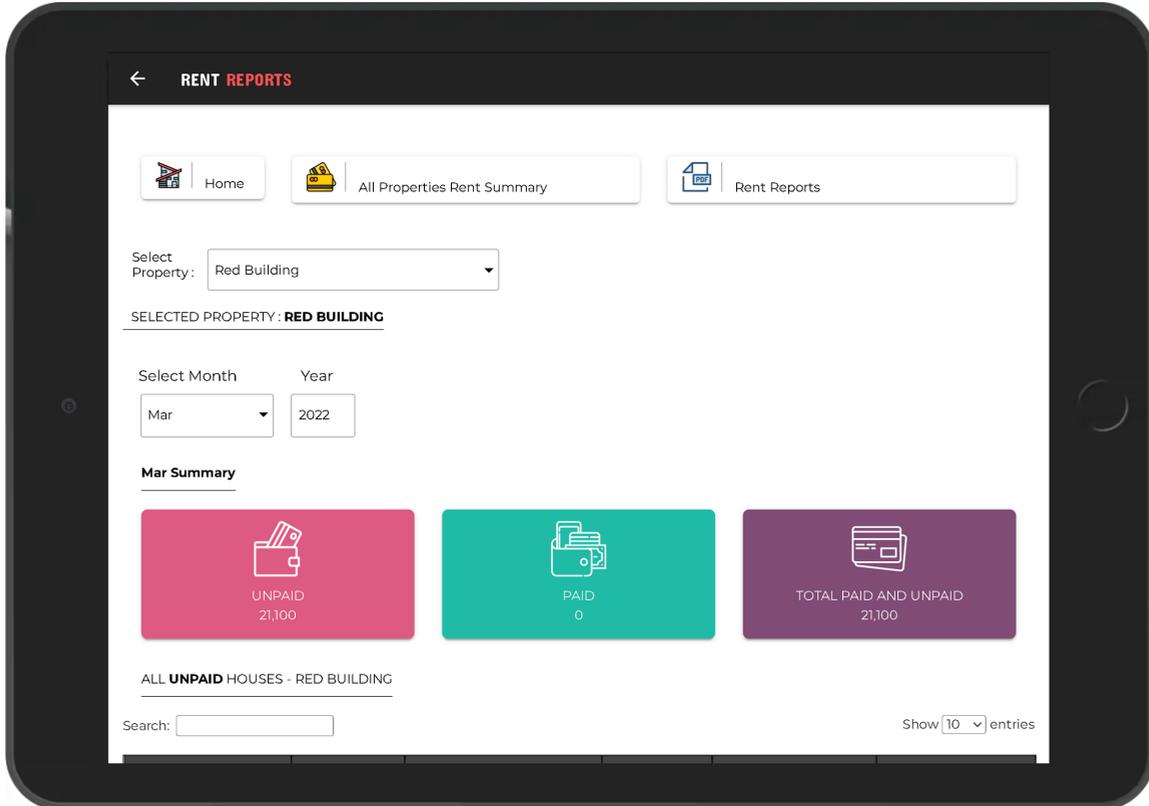
These are the houses you have not created a water invoice for the month you select. Once you save current water reading, it will no longer appear here.

HOUSE NO.	TENANT	PROPERTY	UNIT COST	PREVIOUS READING	CURRENT READING
<a href="#">Red 1</a>	<a href="#">John</a>	Red Building	<input type="text" value="100"/>	5	<input type="text"/>

**SAVE CURRENT READINGS**

# Create Invoices > Create One Unified Invoice





← RENT REPORTS

- Home
- All Properties Rent Summary
- Rent Reports

Select Property: Red Building

SELECTED PROPERTY: RED BUILDING

Select Month: Mar Year: 2022

Mar Summary

UNPAID  
21,100

PAID  
0

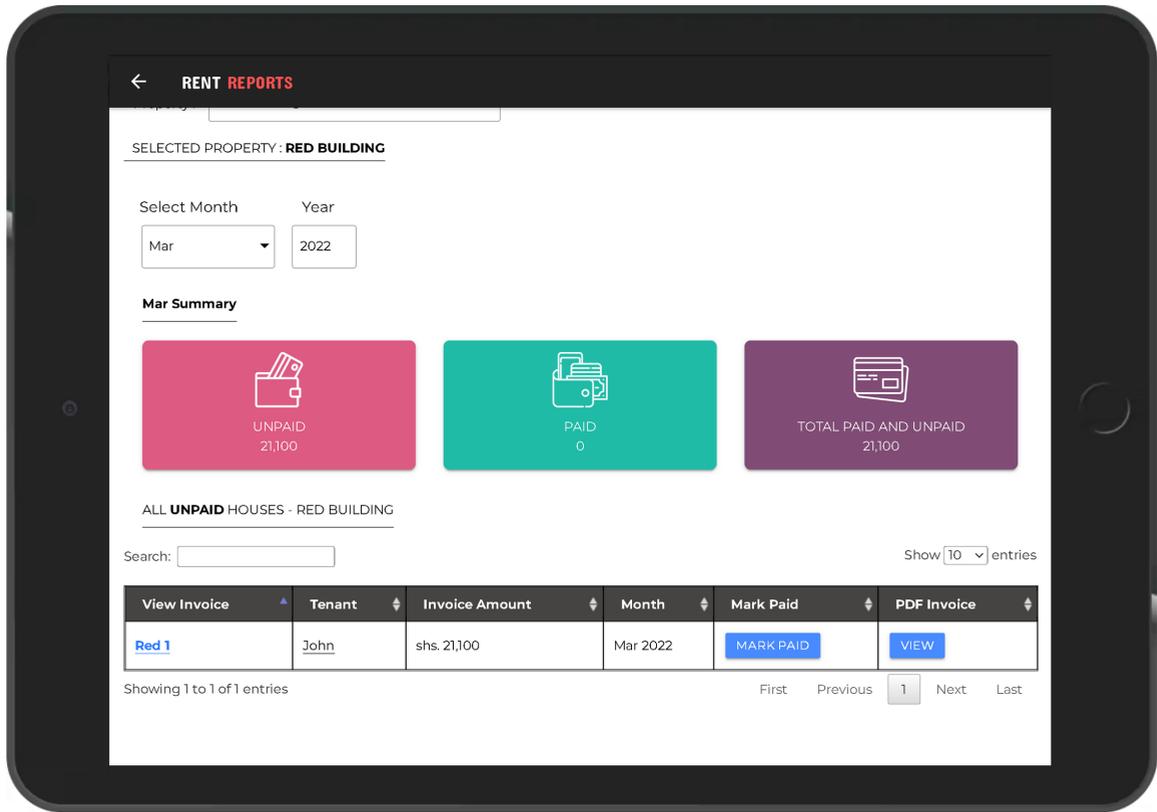
TOTAL PAID AND UNPAID  
21,100

ALL UNPAID HOUSES - RED BUILDING

Search:

Show 10 entries

# Home>Rent Reports CONT'D



## RENT REPORTS

SELECTED PROPERTY: **RED BUILDING**

Select Month      Year  
Mar      2022

### Mar Summary

  
UNPAID  
21,100

  
PAID  
0

  
TOTAL PAID AND UNPAID  
21,100

### ALL UNPAID HOUSES - RED BUILDING

Search:

Show  entries

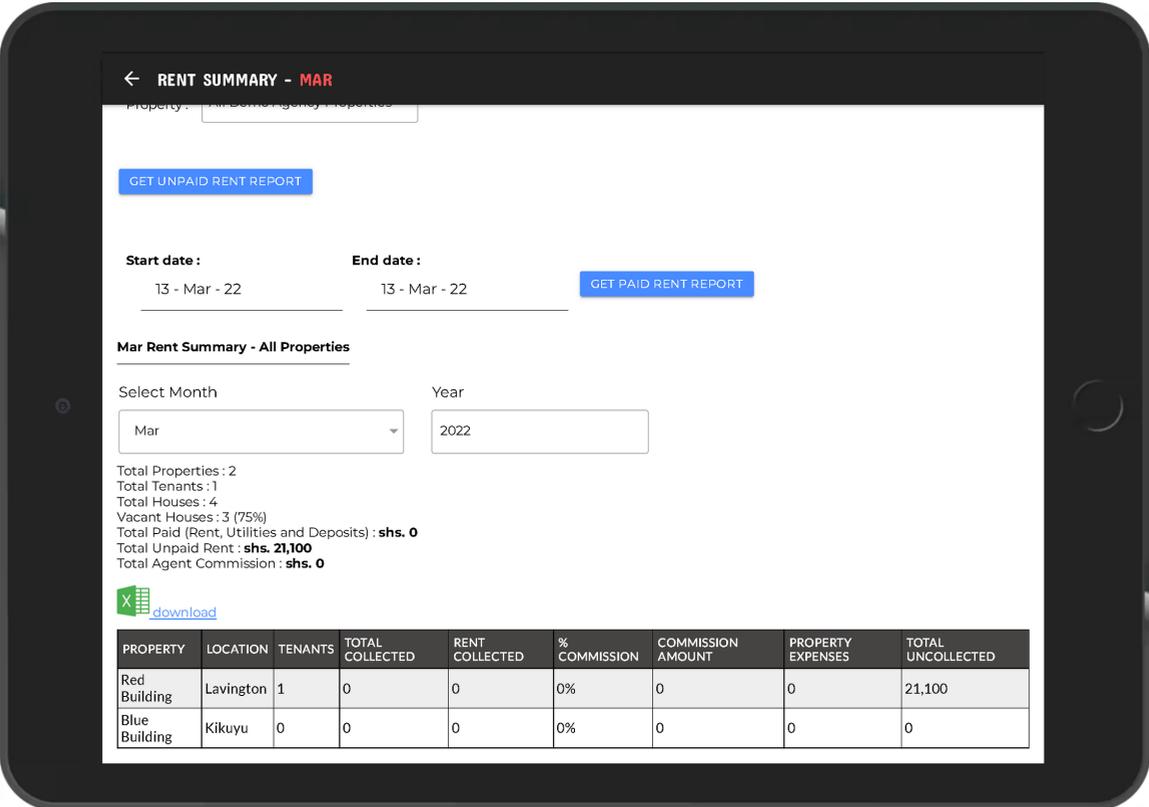
View Invoice	Tenant	Invoice Amount	Month	Mark Paid	PDF Invoice
<a href="#">Red 1</a>	<a href="#">John</a>	shs. 21,100	Mar 2022	<a href="#">MARK PAID</a>	<a href="#">VIEW</a>

Showing 1 to 1 of 1 entries

First    Previous    **1**    Next    Last



# Rent Reports > All Properties Summary CONT'D



← RENT SUMMARY - MAR

Property:

[GET UNPAID RENT REPORT](#)

Start date:

13 - Mar - 22

End date:

13 - Mar - 22

[GET PAID RENT REPORT](#)

**Mar Rent Summary - All Properties**

Select Month

Mar

Year

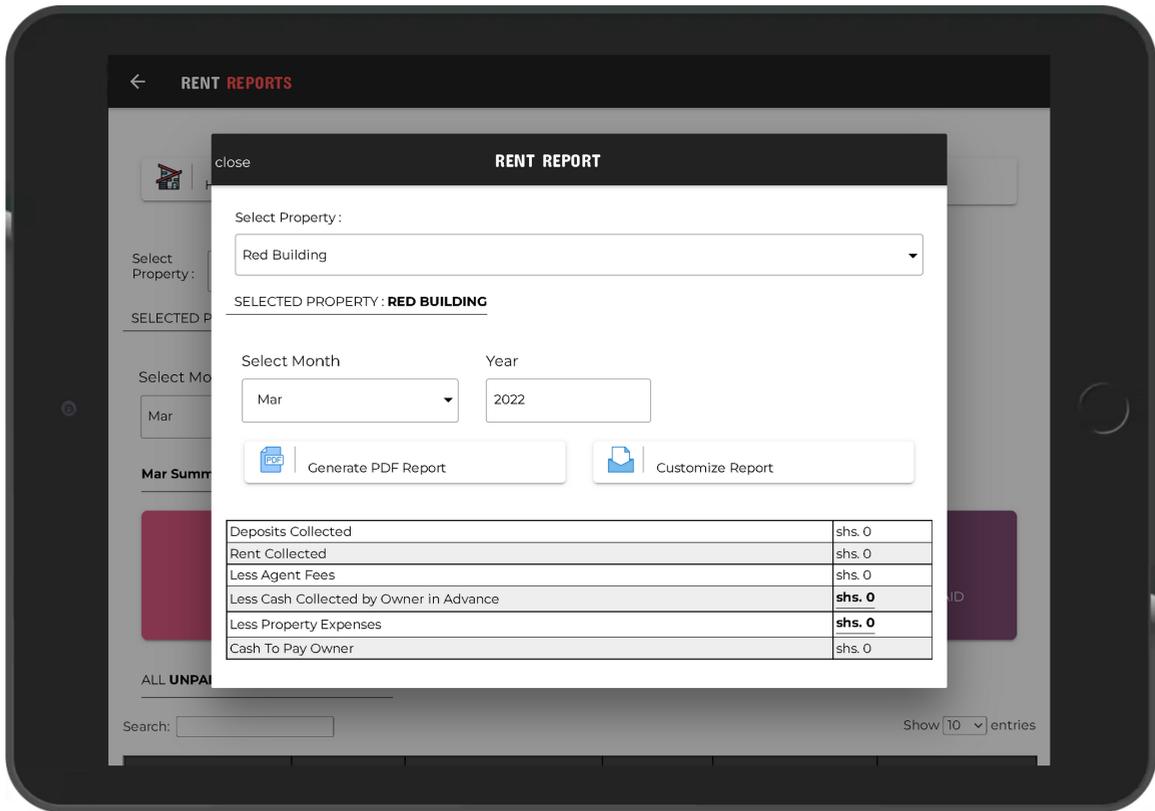
2022

Total Properties : 2  
Total Tenants : 1  
Total Houses : 4  
Vacant Houses : 3 (75%)  
Total Paid (Rent, Utilities and Deposits) : **shs. 0**  
Total Unpaid Rent : **shs. 21,100**  
Total Agent Commission : **shs. 0**

 [download](#)

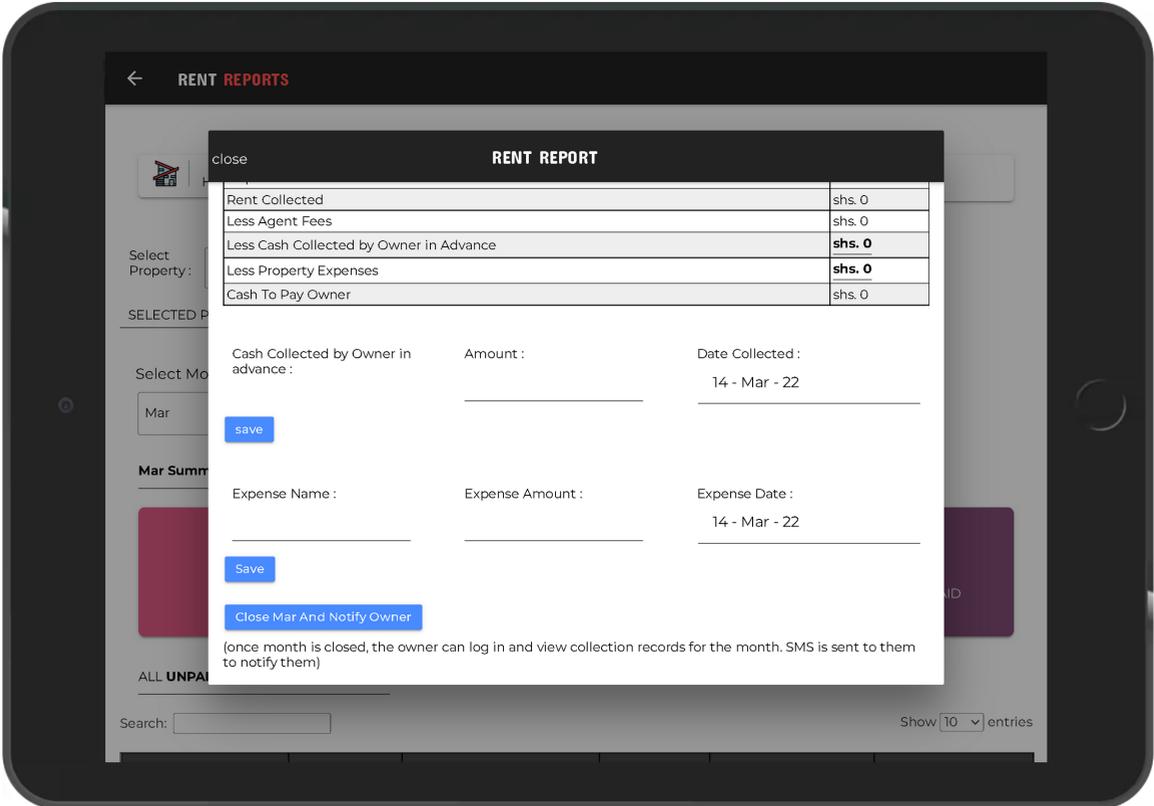
PROPERTY	LOCATION	TENANTS	TOTAL COLLECTED	RENT COLLECTED	% COMMISSION	COMMISSION AMOUNT	PROPERTY EXPENSES	TOTAL UNCOLLECTED
Red Building	Lavington	1	0	0	0%	0	0	21,100
Blue Building	Kikuyu	0	0	0	0%	0	0	0

# Rent Reports > PDF Rent Reports

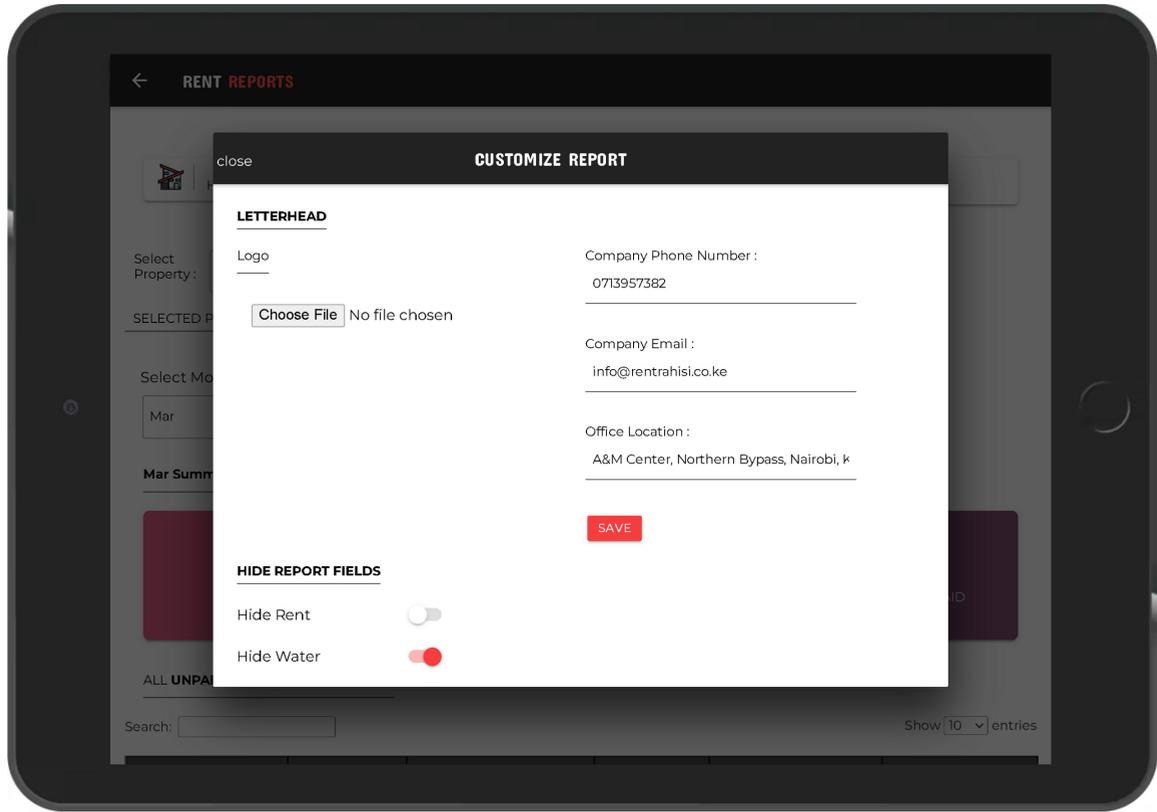


Deposits Collected	shs. 0
Rent Collected	shs. 0
Less Agent Fees	shs. 0
Less Cash Collected by Owner in Advance	<b>shs. 0</b>
Less Property Expenses	<b>shs. 0</b>
Cash To Pay Owner	shs. 0

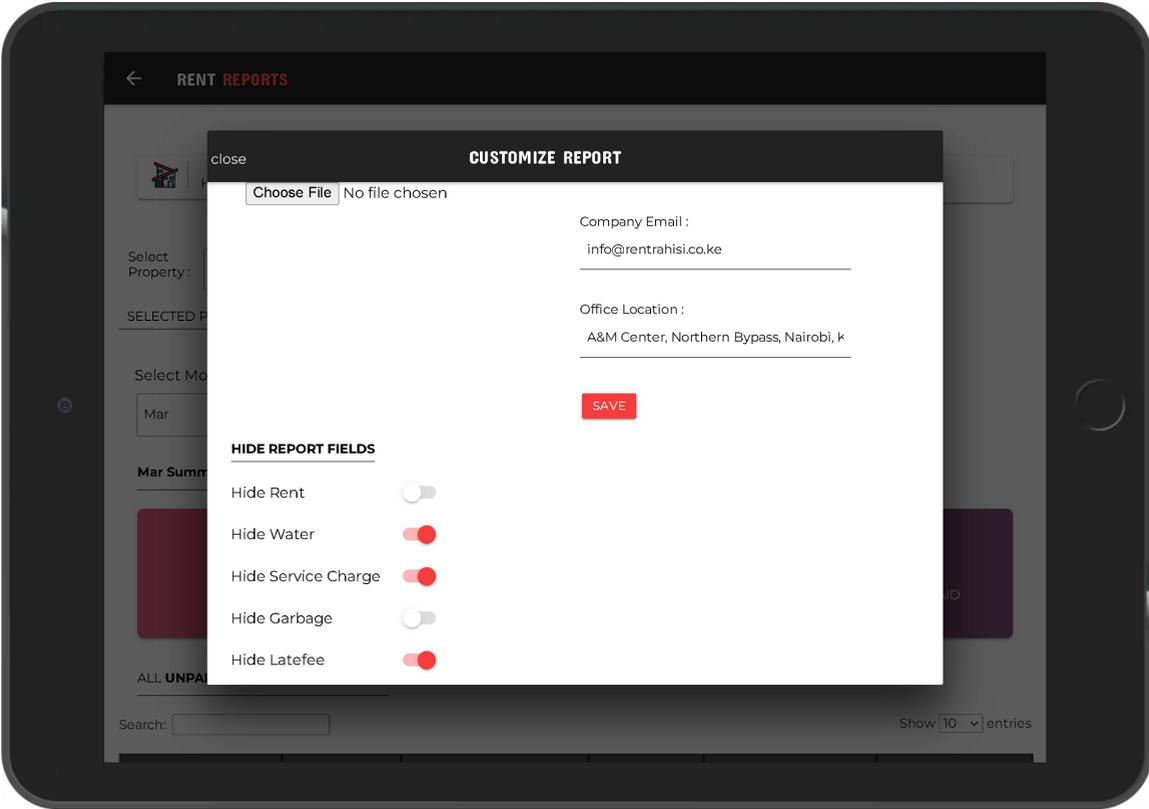
# Rent Reports > PDF Rent Reports CONTD



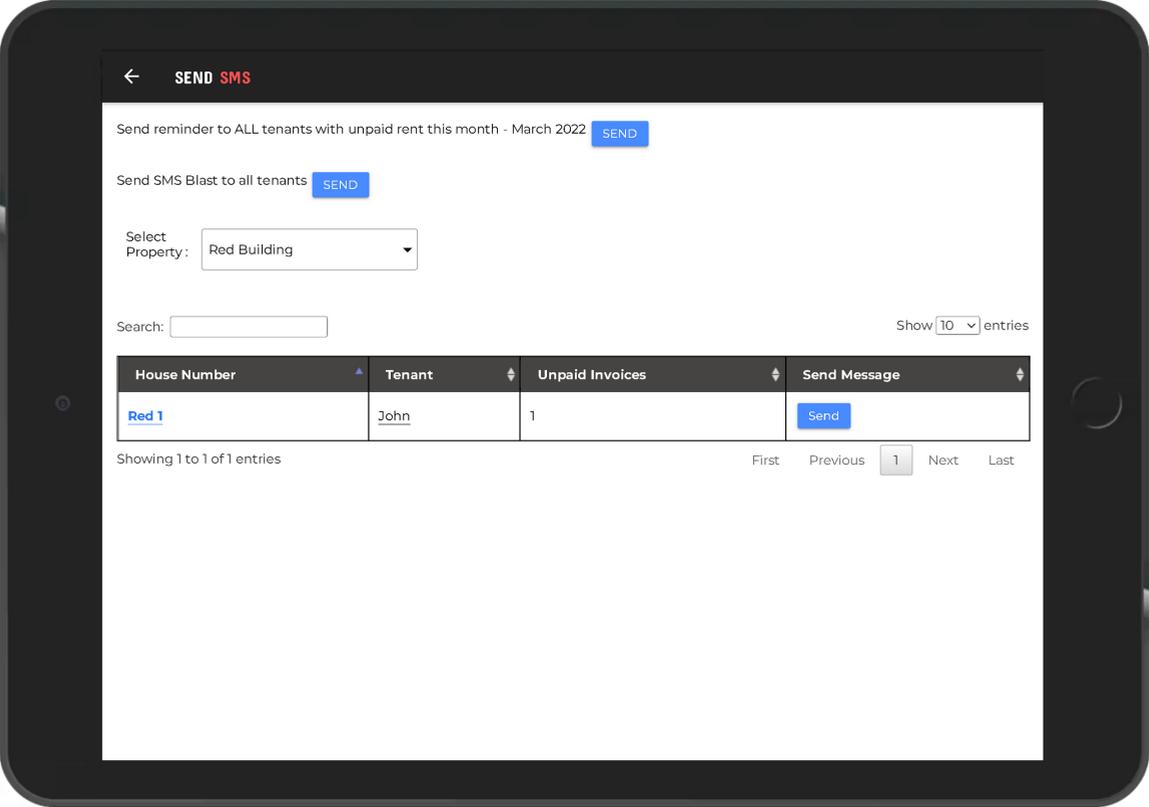
# Rent Reports > Customize Report



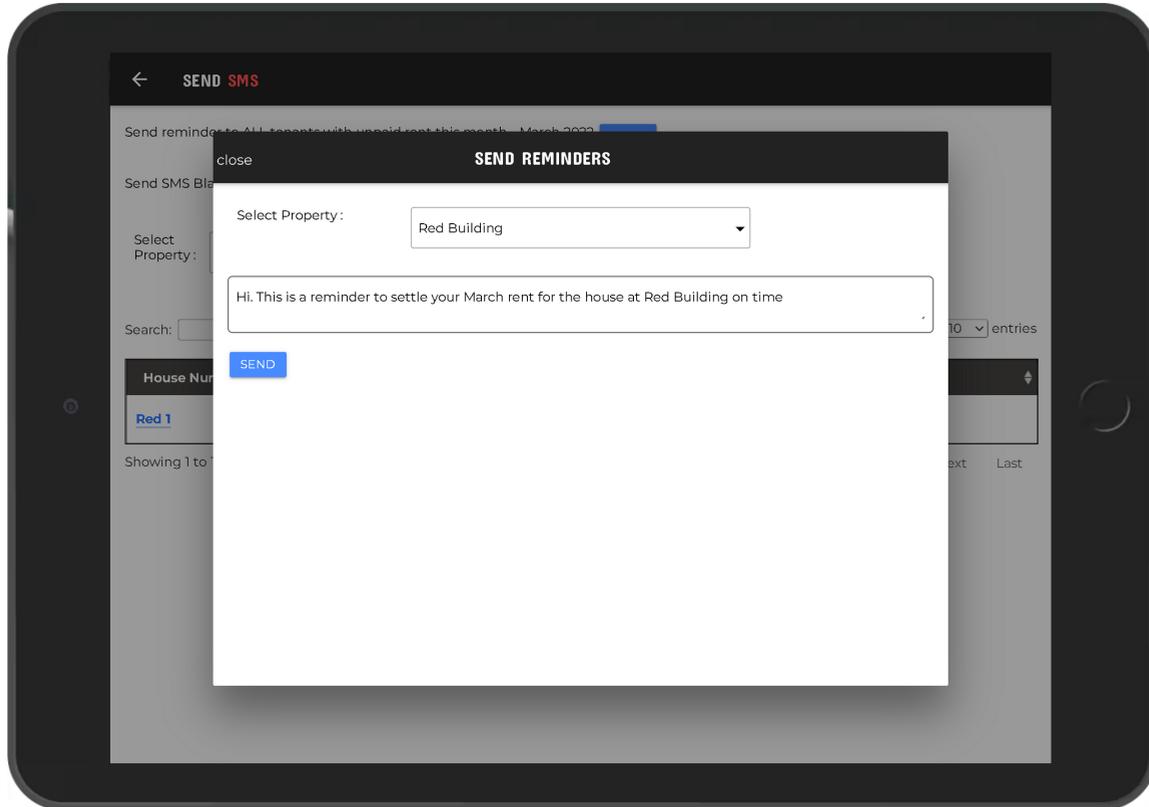
# Rent Reports > Customize Report CONT'D



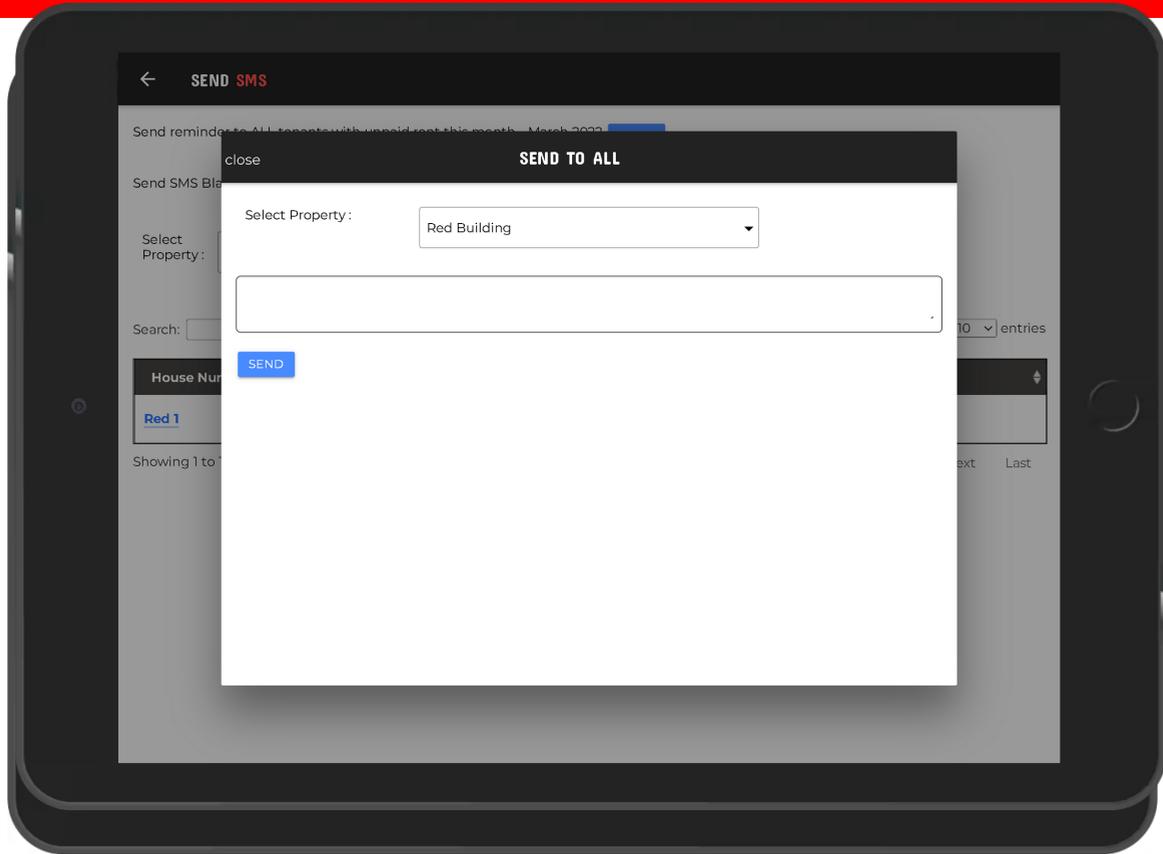
# Homes>Send SMS to Tenants



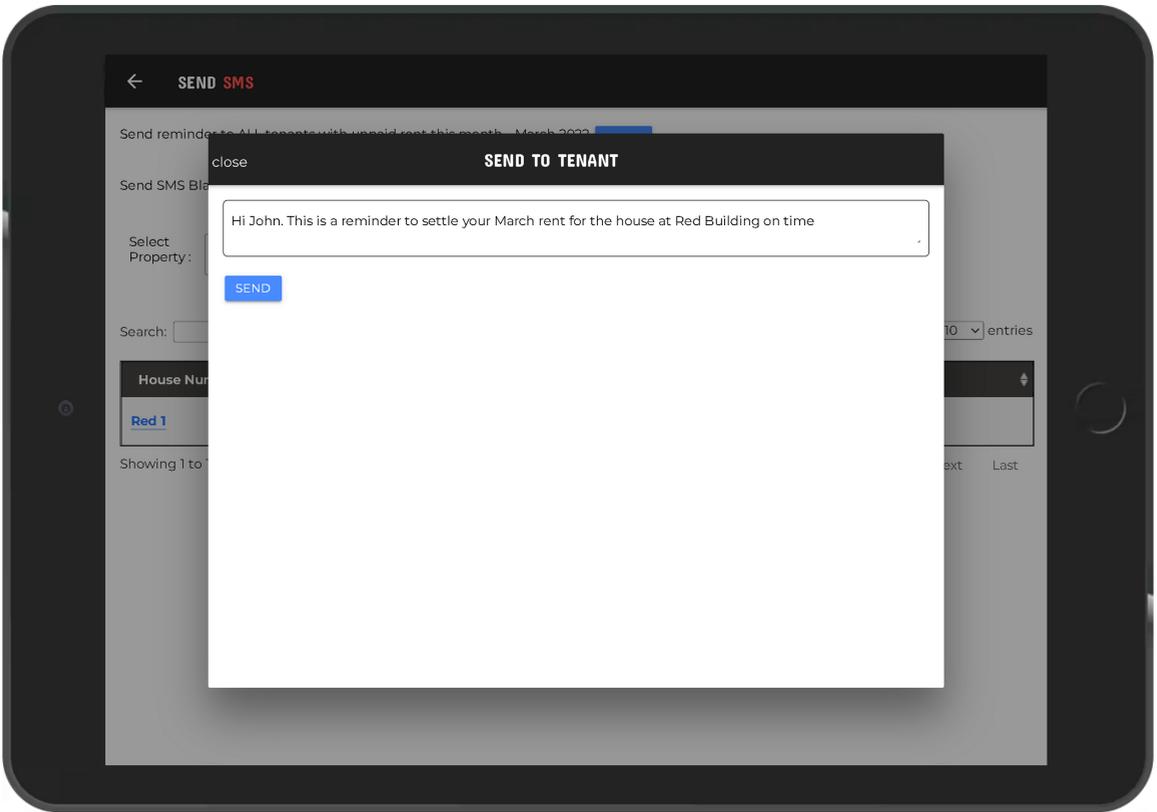
# Send SMS to Tenants > Send Unpaid Reminder



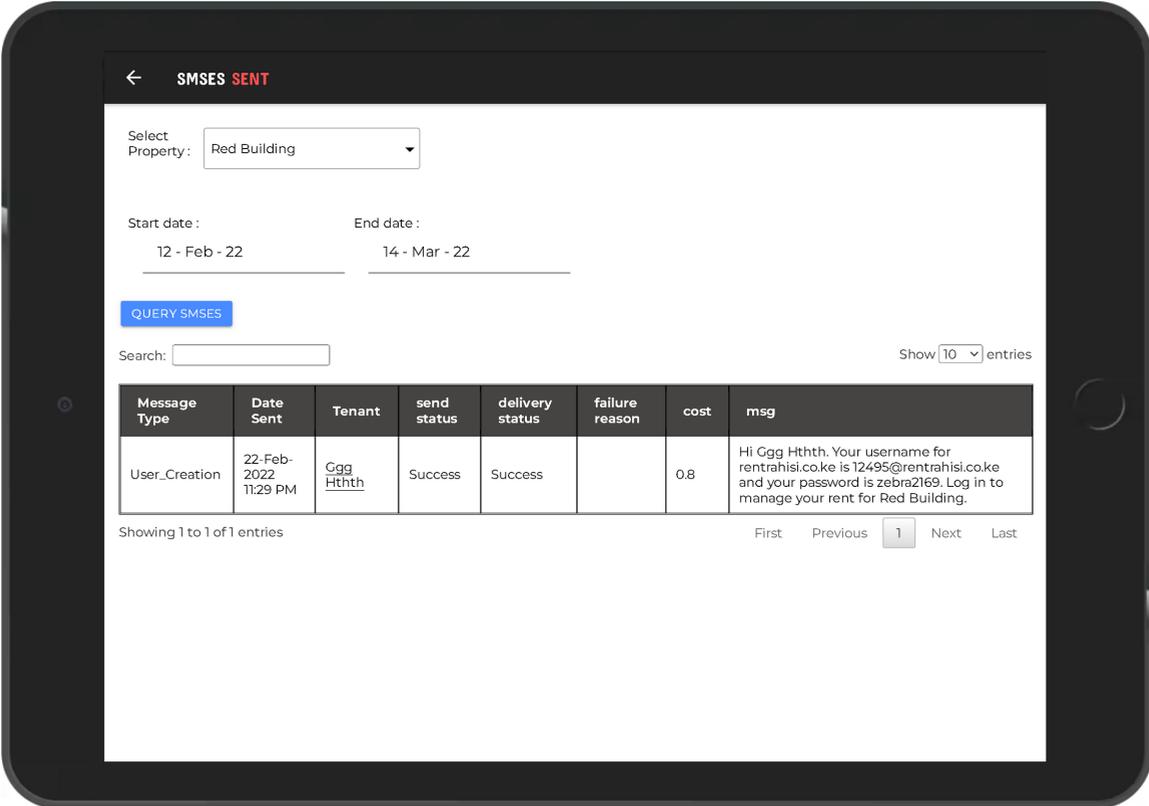
# Send SMS to Tenants > Send Blast To All



# Send SMS to Tenants > Send to One Tenant



# Home>SMSes Sent



# Home>Buy More SMS

