

# TENANT MANAGEMENT



PREPARED BY



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## **About US**

Inspired by the founder's vision to deliver quality IT solutions, by leveraging the industry's most advanced technology, translating technologies into value for customers through professional services and solutions.

Caper-Tech founded in Dubai as a part of Noor Al wafa Corporate Service consulting since 2012 in UAE.

## **Our Mission**

Our Mission is to establish and maintain a long-standing partnership, where we deliver solutions to our client which meet international standards and enable future enhancements, as the business advances.

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## **Tenant Management System**

### **Objective:**

The objective of automating the **Tenant Management System** is to streamline and enhance the efficiency of the leasing process by digitalizing key business functions. The system will facilitate a structured and automated workflow for managing company details, building information, tenant records, and agreements. This digitalization effort aims to improve operational efficiency, reduce manual errors, and provide a seamless experience for both administrators and end-users.

### **Scope of Work ( SOW )**

#### **Admin Module:**

##### 1. Add Company Information:

- Admins can create or edit company details from which leases are taken. Information includes:
  - Company Name
  - Company Location
  - Company Address
  - Contact Person Name
  - Contact Number
  - ZIP Code, etc.

##### 2. Building Information:

- Admins can add or edit building or property details, such as:
  - Building Name
  - Building Number
  - Road Number
  - Block Number
  - Location
  - Contract Period, etc.

##### 3. Add Tenant Details:

- Admins can add or edit tenant details with the following information:
  - Tenant Name
  - Tenant CPR Number
  - ID Proof
  - Block Number

- Location
- Email ID
- Contact Number 1
- Contact Number 2
- Attachments of Relevant Documents, etc.
- Additionally, create agreements for tenants.

#### 4. Add Owner:

- Admins can add or edit owner details and assign tenants to owners. This includes creating new agreements similarly to tenant management.

#### 5. Add User:

- Admins have the ability to add or edit user logins for new users.

##### Remarks:

- View and Manage All the above Entries ( Company / Building /Tenant / Owner ):
- View: Admin/Users can view a list of all entries.
- Search and Filter: Use search and filter options to find specific entries based on the data.
- All parameters are flexible during the development process.

#### 6. Cash Book:

- Add New Entry:
  - Date: Select or enter the date of the transaction.
  - Amount: Input the amount collected or paid.
  - Payment Mode: Choose the method of payment: Card,Cheque,Cash
  - Transaction Reference Number: For cheque or card transactions, enter a reference or transaction number.
  - Remarks: Optionally, add any additional notes or comments about the transaction.
- save Entry:
  - Review the entered details.
  - Click on the Save button to record the transaction in the cash book.
- View Cash Book: Users can view a list of all entries with details such as date, amount, and payment mode.
- Search and Filter: Use search and filter options to find specific entries based on date, amount, or payment mode.
- Edit/Delete: Users can edit or delete existing entries as needed

## **Staff User Module:**

### 1. Add/Edit/Deactivate Tenant:

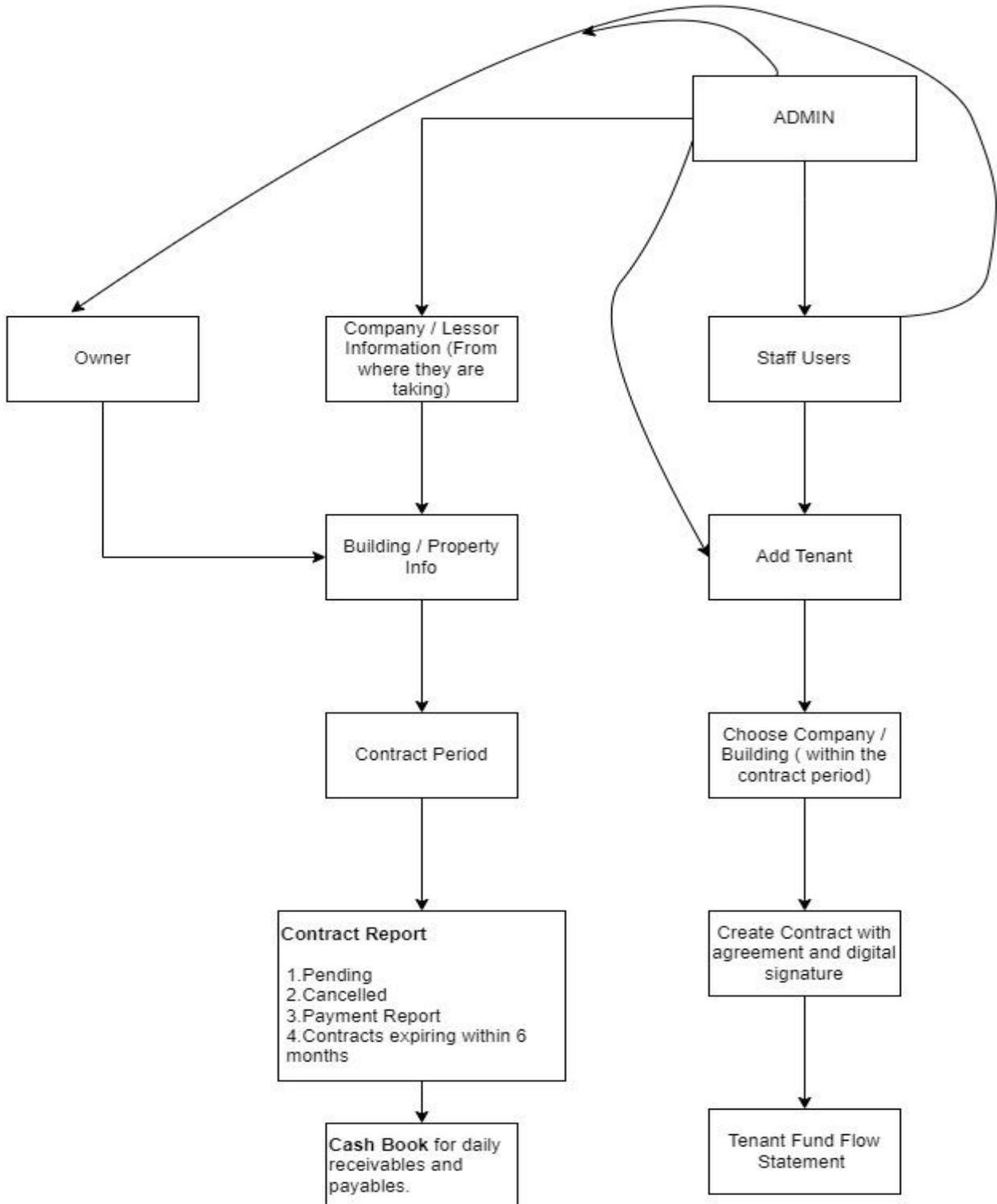
- Users can manage tenants by adding, editing, or deactivating records with details such as:
  - Tenant Name
  - Tenant CPR Number
  - ID Proof
  - Block Number
  - Location
  - Email ID
  - Contact Number 1
  - Contact Number 2
  - Attachments of Relevant Documents, etc.

### 2. Agreement Creation/Edit/View:

- Select Tenant: Choose a tenant from the list to auto-populate their details in the agreement form.
- Enter Contract Details: Include information such as:
  - Contract Start Date
  - Contract End Date
  - Contract Period
  - Grace Period
  - Rent Amount
  - Rent Amount in Words, etc.
- Create Agreement: Generate agreements with:
  - Digital Signatures of the Lessor and Tenant
  - Terms and Conditions for both parties to agree upon

**WORK FLOW DIAGRAM**

**Tenant Management System**



## Reports:

### 1. Admin Reports:

- Admins can view various reports, including:
  - Ongoing, Pending, or Canceled Reports
  - Cashbook Report :
    1. Daily Report: Generate a report showing daily payable and receivable amounts.
    2. Monthly/Yearly Report: Generate summary reports for monthly or yearly financial analysis.
  - Passport expiry details report
  - Company wise payments report
  - Tenant wise payments report
  - Tenant document expiry report
  - Contract expiring within 6 months
  - Contract aging report
  - New contracts in last 6 months

### 2. User Reports:

- Users can view reports detailing:
  - Ongoing, Pending, or Canceled Reports
  - Passport expiry details report
  - Company wise payments report
  - Tenant wise payments report
  - Tenant document expiry report
  - Contract expiring within 6 months
  - Contract aging report
  - New contracts in last 6 months

End of Session