

## Rental Management System

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## Rental & Real Estate System

### General Features:

- Security system for adding, deleting, updating and fully audit trail for all users.
- Export data to Excel.
- Multi companies.
- Bilingual language.
- Integrated with General Ledger Module.
- Contracts for tenant and owners automatically renewable.
- Rent due automatically calculated.
- Follow up all the cheques and their status.
- All codes can be automatically or defined by users.
- Follow up for all premises including payment periods and unpaid amounts continuously.

### Basic Definitions:

The screenshot shows a window titled "System Setup - [ RNT\_F\_001 ]" with two buttons at the top right: "Format Mask" and "Link GL". Below these is a section titled "Coding System" containing a table with three columns: "Serial", "Form Name", and "Serial Type".

Serial	Form Name	Serial Type
1	Sponsors	Automatic serial
2	Locations	Automatic serial
3	Owners	Automatic serial
4	Agents	Automatic serial
5	Premises Types	Automatic serial
6	Premises	User Defined
7	Contracts	User Defined
8	Rent Receipt	User Defined
9	Opening Balance	Automatic serial
10	Tenants	User Defined
11	Payment Voucher	Automatic serial



### Owner's Data:

Define all the owners which will be allocated to the building in order to follow up if necessary, it means full file for owners. We can also attach some copies such as contract and other important documents.

### Tenant's Data:

Define all the data for the tenants such as sponsor name, nationality, his work data, we can also attach some of copies such as passport copy and ID copy.

**Agent's Data:**

In this screen we will define all agents allocated to the premises and their commissions for their marketing.

The screenshot shows a software window titled "Agents Data - [ RNT\_F\_007 ]". It contains two main sections:

- Agents data:** A form with fields for User Code, English Name, Arabic Name, English Address, Arabic Address, Phone Number, Mobile, Email, Post Box, Remarks, Phone 2, and Fax. There is also a checked "Enabled" checkbox.
- Commissions:** A table with the following columns: Serial, Commission, From Amount, To Amount, and Remarks. The table is currently empty.

**Premises Types:**

In this screen we will define all the premises such as compounds, villas, buildings, flats, studio, showroom and etc....

The screenshot shows a software window titled "Premises Types - [ RNT\_F\_008 ]". It contains a table for defining premises types with the following columns: User Code, English Name, Arabic Name, Description, and Enabled. The "Enabled" column has a checked checkbox in the first row.

User Code	English Name	Arabic Name	Description	Enabled
				<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

**Premises:**

In this screen we will define all the premises already exists in the company and make the classification as per the owner, location, type of premises. This premises used for family or company or others. The street, electricity number, water number, telephone number, the value of the premises, property document, registration number, registration date, building date and rent value.

We can also attach all the documents for these premises.

**Maintenance Types:**

Define all the types of maintenance which will be done to the premises, it means define maintenance such as painting, carpentry, electricity, etc....

User Code	English Name	Arabic Name	Description	Enabled
				<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

**Accounts:**

This is the link between the rental system with General Ledger for all issues regarding dealing with tenant and owner where the dues, payments, receipts, collections, etc...

The screenshot shows a window titled "Sub Ledger - [ RNT\_F\_011 ]". It contains a form for "Transaction Definitions" with the following fields:

- NO: [ ]
- Journal Type: [ ]
- English Name: [ ]
- Arabic Name: [ ]
- Debit: [ ]
- Credit: [ ]
- Cash: [ ]
- Remarks: [ ]
- Enabled:

**Transactions:**

**Opening Balances:**

In this screen we will fill all the opening balances for the tenant and the owner as per the cut of date to start on the system. It means we will take the ending balances for the particular period and feed it as opening balances to the system.

The screenshot shows a window titled "Opening Balance For Tenants - [ RNT\_F\_009 ]". It includes a form for "Opening Balance" with fields for "User Code", "Opening Date" (01-01-2009), and "Remarks". Below the form is a table with the following columns: Serial, Premise, Name, Tenant, Name, Debit, Credit, Balance, Months, Paid Until Date, and Remarks. The table is currently empty, and the "Total" row at the bottom shows 0.00 for Debit, Credit, and Balance.

**Contracts:**

In this screen we will fill all the contract for the tenant and the owners and will mention in these contracts how to renew the contract, add the percentage of annual increasing, caution period, cancellation of the contract, as per the nature of each company and print it as per their documents, also you can define the payment type, if there is insurance amount for rent or furniture , there is parking or not, how to change the rent value for this contract, and we will trace all the users in this issues.

The screenshot shows a software window titled "Tenant Contract - [ RNT\_F\_012 ]". The interface is divided into several sections:

- Main Data:** Includes fields for User Code, Premise, District, Tenant, Agent, Cont Date (07-11-2009), and First Rent Date. There is an "Approved" checkbox and a "Status" dropdown menu set to "All" with the number "52".
- Finance:** Includes fields for Period Months, Rent Value, First Contractor, End Date, Annual Add (with a "Z" symbol), and Second Contractor. A "Contract Type" dropdown is set to "Monthly" and "Payment Period" is set to "Monthly Before". A "Renewable" checkbox is checked.
- Pre Rent Data:** Includes fields for Water Counter, Elect Insurance, Caution Period (with a "Months" label), Parking Included, Electricity Counter, Keys Deposit, and Rent Insurance.
- Rent Date:** Includes fields for Rent Date, Calc Date, Leave Date, Last Paid Date, Paid Until Date, and Last Value.
- Other Data:** Includes fields for Contract File and Remarks.

A "Change Rent Value" button is located at the bottom right of the form.

**Dues:**

In this screen we will calculate the due for tenants or owners, we can make the due for any premises or any contract or any tenant or any owner and the due will be calculated from date to date monthly or from the start till date.

**Receipt Voucher:**

In this screen will feed all the receipts which will be taken from tenants either cash or cheques and will define this amounts related to one or more premises and define this amounts related to which due period.

**Payment vouchers:**

In this screen will feed all the payments which will be given to owners either it is cash or cheques and we will define this amounts related to one or more premises and define this amounts related to which due period.

**Cheques Transactions:**

**Cheque Return:**

We will define all the cheque return from tenant.



**Return Cheque Payment:**

The screenshot shows a software window titled "Check Return Payment - [ RNT\_F\_038 ]". It contains two main data entry sections:

- Return Cheque:** A table with columns: Cheque No, Bank No, Name, Cheque Date, Value, Return Date, Tenant, Name, Premise, Name, Remarks, and Approved. The table is currently empty.
- Payment:** A table with columns: Serial, Date, Value, Premise, Name, SUBLedger, Name, and Approved. This table also appears to be empty.

**Maintenance expenses:**

In this screen will we define all the maintenance expenses related to premises and define types of maintenance allocate the maintenance amount either for tenant or owner, all as per the contract and make the link with the Ledger Module.

The screenshot shows a software window titled "Maintenance Expenses - [ RNT\_F\_030 ]". It features a form for entering maintenance details with the following sections:

- Maintenance:** Fields for User Code, Date (07-11-2009), Approved checkbox, Premise, Type (dropdown), Value, Expense Value (0.00), and Remarks.
- Tenant Due:** Fields for Tenant, Tenant Due, and Contract.
- Owner Due:** Fields for Owner, Owner Due, and Contract.
- Accounts:** Fields for Credit Account and Expense Accounts.

On the right side of the window, there are two buttons: "Approve" and "Disapprove".

**Inquiries:**

**Rented Premises:**

We will know from this screen all the rented premises and free premises as per the parameters related to the premises, owner, location, type of premises, area, this inquiry will mention this premises under maintenance or free or occupied in contract end date and rent date.

**Due Inquiry:**

We will know from this screen all the dues related to tenants, owners as per the contract and premises we will know the type of the due such as insurance, rent insurance, furniture insurance, electricity insurance..etc.

**Contracts Inquiry:**

In this screen we will know all the contract status such as active or not expired related to premises or tenant or owners and showing all the contract data such as caution period, the balance, payment, mention all the contracts which will be expired within two months or whatever as per the parameter.

**Cheques Receipts:**

We will show all the cheque status such as collected not collected, returned, replacement related to owner, tenant, premises.

**Reports:**

**Basic Data :**

- Owners
- Locations
- Premises types
- Tenants
- Premises
- Contracts

**Transactions:**

- Statements of premises.
- Statement of tenant.
- Statement of owner
- Rent due as period
- Summary for transaction
- Past due for premises
- Cheque status

**Unpaid Report:**

- Unpaid report by period
- Unpaid report by amount
- Old unpaid premises
- Maintenance expenses report
- Trial balance for tenants
- Trial balance for owners
- Caution period report
- Free premises report