Property & rentals

Property / Core workflow guide

Keep properties, leases and rent receipts organised.

BUILD STATUS

Development preview 0.1.0. These diagrams describe the shipped core records and state actions. They are not interface screenshots. Full UI walkthrough and live Hostinger acceptance are pending.

The record sequence

1	**Properties**	Create this reference data first.
2	**Leases**	References: properties
3	**Rent receipts**	References: leases

Follow the workflow

Create a property and lease; record verified manual rent receipts.

BEFORE YOU BEGIN

Sign in, select your workspace and open this system. Create referenced records first. Use fictional data for testing and protect any personal or confidential information.

Know your records

Data reference / Inputs and computed values

Properties

Field	Input type	How to use it
Name	text	Plain text, up to 200 characters.
Location	text	Plain text, up to 200 characters.
Unit reference	text	Plain text, up to 200 characters.

Leases

Field	Input type	How to use it
Property id	ref	Select a workspace record from properties.
Tenant name	text	Plain text, up to 200 characters.
Tenant email	email	A valid email address; demo examples are fictional.
Starts on	date	Calendar date (YYYY-MM-DD).
Ends on	date	Calendar date (YYYY-MM-DD).
Monthly rent	money	Non-negative amount; at most two decimal places.

Rent receipts

Field	Input type	How to use it
Lease id	ref	Select a workspace record from leases.
Period	text	Plain text, up to 200 characters.
Amount	money	Non-negative amount; at most two decimal places.
Reference	text	Plain text, up to 200 characters.

Operate with confidence

Actions, permissions and safe recovery

Available state actions

Record	States	Actions
Properties	active	Reference data; no state action.
Leases	draft > active > closed	activate to active, close to closed
Rent receipts	pending > verified	verify to verified

Leases and manual receipts

- Lease dates must be ordered correctly. Each receipt references a lease in the current workspace.
- Verify records an owner or manager's confirmation of a manual rent receipt.
- This core flow does not reconcile bank feeds, automatically debit rent or send arrears notices.

Roles and subscription access

Owners, managers and staff can create records while the subscription is active. Viewers can read. Approval, verification, publishing, payroll settlement and journal posting require an owner or manager. Entitlements and record quotas are enforced on the server. Expired subscriptions become read only.

Documents and recovery

- Use the record PDF action for a private document. CSV export requires an eligible plan. Attachments accept PDF/JPG/PNG up to 5 MB per file; demos cannot upload.
- A stale version or repeated action is rejected. Refresh, inspect the saved state and retry only when appropriate. Processed records cannot be edited as drafts.
- A PDF is a snapshot of recorded information. Ordinary business records do not receive the CEO signature, stamp or company seal automatically.