

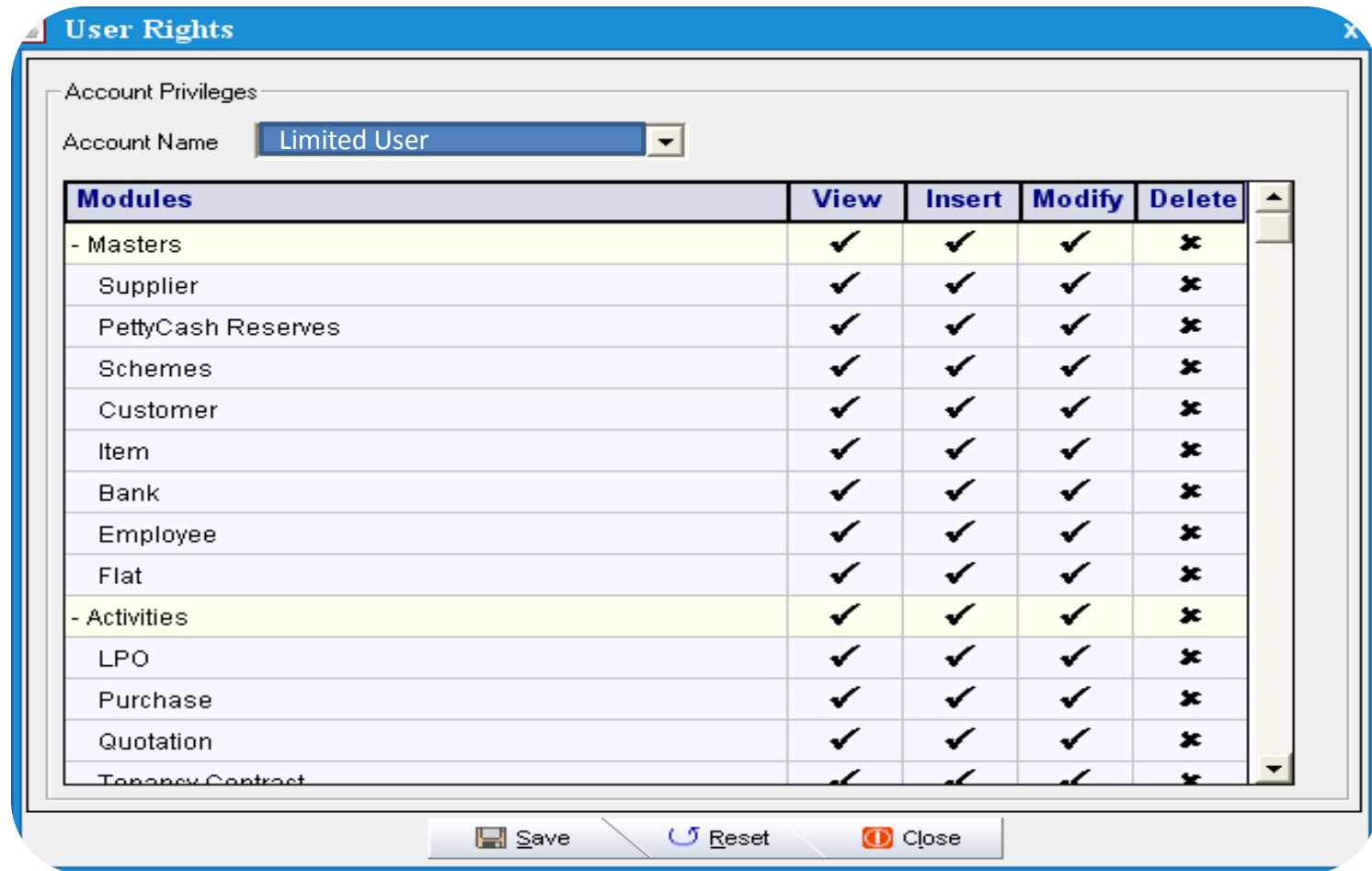




*Tenancy offers you to manage your Tenant details, Building details and rent collection. Tenancy contract preparation and rent collection module will ease your hectic task of managing large amount of paper works. Reminder options will help you to collect your receivables on time. Damage and maintenance register modules will help you to keep track on tasks performed for each tenant/customer.*

*User Management \* Employee Register \* Employee Document Register \* Employee Document Expiry Management  
Document Reminders \* Building Register \* Flat Register \* Tenancy contract preparation \* Rent Collection \* PDC Management,  
PDC reminder facility \* Damage Register \* Maintenance Record \* General Expenses \* Tenant Report \* Rent Collection  
Report \* Rent Due Report \* Many more ...*





**Multi User Software – offers accessibility settings for users to make the data safe and less manipulated. The admin user can set what all each user can do with in the software.**

**Tenant/Client**

**Customer Details** | Customer Attachment Details | Company Details

Customer Name \* ABU DHABI BERKELY SERVICES LL Country

In Arabic

Occupant Name

In Arabic

Customer ID 0006 P.O. Box

Employer Name

In Arabic

Address ABU DHABI BERKELY SERVICES LLC , ABU DHABI Phone(Res)

City

Phone(Work)

Mobile 0504427840

Fax

Email

Remarks

Save Edit Delete Search Reset Close

**Tenant/Client**

Customer Details | **Customer Attachment Details** | Company Details

	Issue date	Expiry date	Remind Before
Passport Number <input type="text"/>	<input type="text" value="01-01-2001"/>	<input type="text" value="01-01-2001"/>	<input type="text"/>
<input type="button" value="X"/> <input type="button" value="↑"/> Attachment 1	Issue Place <input type="text"/>		
Visa Number <input type="text"/>	<input type="text" value="01-01-2001"/>	<input type="text" value="01-01-2001"/>	<input type="text"/>
<input type="button" value="X"/> <input type="button" value="↑"/> Attachment 2			
License Number <input type="text"/>	<input type="text" value="01-01-2001"/>	<input type="text" value="01-01-2001"/>	<input type="text" value="0"/>
<input type="button" value="X"/> <input type="button" value="↑"/> Attachment 3			
Power of Attorney Ref. Number <input type="text"/>	<input type="text" value="01-01-2001"/>	<input type="text" value="01-01-2001"/>	<input type="text"/>
<input type="button" value="X"/> <input type="button" value="↑"/> Attachment 4			

Save Edit Delete Search Reset Close

Tenant Master stores all relevant data regarding one customer. Which includes all their general contact details, Document Attachments with Expiry details, And Official details.

**Building Master**

Building Details

Building Name

Type of Building

Building No

Plot No

Land Lord Name

In Arabic






City

Street

Country

P.O Box

Owned/Managed/Leased

 Save  Edit  Delete  Reset  Close

**Software helps to store Multiple Building details – This helps clients to manage multiple buildings owned or leased with a single software.**

**Flat**

Flat Details

Building Name \*  +

Building No

Floor \*

Flat No \*

Type/Category

Kitchen

Bedroom

Attached Bathroom

Individual Bathroom

Toilet

Flooring

Last Maintenance

Parking ID number 1

Parking ID number 2

DEWA Number

Save Edit Delete Reset Close

**Under Each building you can define flat details. This helps to specify which flat (residence) in tenancy contract.**

**Tenancy Contract**

**Contract Details** | Payment Details | Attachments

Contract Details

Contract Date *	25-06-2013	Type*	Renewal	Street Name	KHALIDIYA
Tenant Name*	ANDREAS TEUFL (ID: 104)			Plot No	C-28
Tenant In Arabic				City	ABU DHABI
Occupant Name				Country	U.A.E
Occupant In Arabic				Contract No.	
Address	41306 , ABU DHABI			LandLord	KALFAN FARAJ MOHAMMED AL MEHAIR
				LandLord In Arabic	
Building Name *	KHALFAN FARAJ MOHAMMED AL MEHAIRBI			No Of Occupants	0
Flat No. *	1502			Contract Start Date *	26-06-2013
Floor *	FIFTEENTH			Contract End Date *	25-06-2014
Area	KHALIDIYA			Renewal Date *	25-06-2014
Subject of Tenancy					
Terms of Payment					
Purpose of Rent					
Observation					

Save
 Print
 Edit
 Delete
 Reset
 Renewal
 Close

**Main transaction window where we prepare tenancy contract for each client.**





**Tenancy Contract**

Contract Details    Payment Details    **Attachments**

Attachments

Cheque Number	Bank Name	Date of Cheque	Reminder	Cheque Copy
<input type="text"/>	Select One	06/07/2011	<input type="text"/>	<input type="button" value="X"/> <input type="button" value="↑"/> <u>Attachment 1</u>
<input type="text"/>	Select One	06/07/2011	<input type="text"/>	<input type="button" value="X"/> <input type="button" value="↑"/> <u>Attachment 2</u>
<input type="text"/>	Select One	06/07/2011	<input type="text"/>	<input type="button" value="X"/> <input type="button" value="↑"/> <u>Attachment 3</u>
<input type="text"/>	Select One	06/07/2011	<input type="text"/>	<input type="button" value="X"/> <input type="button" value="↑"/> <u>Attachment 4</u>

Input Option

Attachment 5

Tips: **No Attachment**    **New Attachment**    [Downloadable Attachment](#)

Save    Print    Edit    Delete    Reset    Renewal    Close

Tenancy contract window offers to attach documents and cheque scanned copies for future reference.

Tenancy Contract

Search

Tenant

All

Building Name

All

Floor

All

Flat No.

All

File No

All

Land Lord

All

☒ Apply Contract Date filter

From

01-05-2013

Today

This Month

To

30-11-2013

This Year

Custom

☐ Find

Enter the text to find

☐ Tenant
☐ Building Name
☐ Flat No
☐ Floor
☐ File No
☐ Land Lord

☐ Apply Contract Start Date filter

From

01-11-2013

Today

This Month

To

30-11-2013

This Year

Custom

☐ Apply Renewal Date filter

From

01-11-2013

Today

This Month

To

30-11-2013

This Year

Custom

☐ Apply Contract End Date filter

From

01-11-2013

Today

This Month

To

30-11-2013

This Year

Custom

Search

Exit Search

Refresh

Contract ID	Customer	Address	Building Name	Flat No.	Floor	Location	No.of Occupants
143	RUSTAM KHAI	8227, ABU DI	MOHAMED FARAJ MOHD	203	SECOND	ELECTRA	0
135	KANDEN SAYE	WHEELS CLE	KHALFAN FARAJ MOHD.	402	FOURTH	KHALIDIYA	0
138	MOROCCAN S'	TARIQ BIN ZI	KHALFAN FARAJ MOHAM	1	Ground	KHALIDIYA	0
137	HENRY CHARL	WEST COAS	MOHAMED FARAJ MOHD	204	SECOND	ELECTRA	0
139	SAJWAY REST	P.O BOX : 34	KHALID FARAJ MOHAMM	2	Ground	BEHIND ETISALAT	0
140	BERKELEY SE	P.O BOX :341	KHALFAN FARAJ MOHD.	1	Ground	KHALIDIYA	0
141	ABHIJITH KESI	P. BOX: 3865	KHALFAN FARAJ MOHAM	1201	TWELTH	KHALIDIYA	0
149	MUSTAFA MOH	BEIT AL MUQ	KHALFAN FARAJ MOHD.	302	THIRD	KHALIDIYA	0
142	THE BOSS SAL	34891, ABU D	KHALFAN FARAJ MOHD.	2	Ground	KHALIDIYA	0
144	MUJITHAF& AF	THIRD GFNE	KHAI F&N F&R&I MOHD	301	THIRD	KHALIDIYA	0

Save

Print

Edit


Delete

Reset

Renewal

Close

Tenancy contract search window.



Complaints

Complaint Details

Date \*

06-11-2013

Tenant \*

Select One

Address

Phone

Building Name \*

Select One

Flat No. \*

Select One

Description \*

Availible Time

06-11-2013 04:34 PM

Complaints Details

Description

SINo.	Description
-------	-------------

+ Add

- Remove

Change

Save

Print

Edit

Delete

Reset

Close

## Tenant Complaint Register



**Damage**
--
X

Date \*

Tenant \*  +

Building Name \*  +

Flat No. \*

Damage Details

Description  Amount

SINo.	Description	Amount

+ Add  
- Remove  
 Change  
Total

Additional charges  Net Amount


Verified By \*

Payment Mode

Status \*

Save
 Edit
X Delete
 Reset
 Close

Damage register


**Maintenance Register**
-- X

Date \* 06-11-2013
Maintenance Type \*
Tenant \* Select One
Employee Attended \* Select One
Building Name \* Select One
Flat No. \* Select One

Damage Details

Type	Description	Qty	Unit Price	Amount
Item	Select One			

SINo.	Description	Qty.	Unit Price	Amount

+ Add  
- Remove  
Change  
Total

Additional charges
Net Amount
Payment Mode Select One
Status \* Select One
Description

Save Edit Delete Reset Close

Flat/Shop routine maintenance can be logged.

# Tenancy Agreement

**Document Date** 01/05/2013

## Contract Details

Agreement No.	
Landlord	KHALFAN FARAJ MOHAMMED AL MEHAIRBI
Lease Start Date	01/05/2013
Lease End date	30/04/2014
Rental Value	100,000.00
Deposit Held	5,000.00

## دق على لي صاقت

مقدرا راجي لاندلورد

لقد املنا

دق على لي صاقت خيرات

دق على لي صاقت خيرات

راجي الى صاقت

نيم املنا صاقت

## Tenant Details

Tenant	KANDEN SAYEED ABDUL MAJEED
Contact Numbers	Mob: 0508186061
Tenant Address	WHEELS CLEAN, ABU DHABI

## راجي لاندلورد لي صاقت

راجي لاندلورد

فنا املنا مقرر

راجي لاندلورد ناوون

## Building Details

Unit Number	402
Unit Type	FLAT- 3 BEDROOM
Building Number	4136
Location	KHALIDIYA
Plot Number	C 44

## قاي املنا لي صاقت

راجي لاندلورد ناوون

راق على تناقص اوم

راق على تناقص اوم

ناوون

نقطن املنا

## Payment Details

Total	100,000.00	One Hundred Thousand Only
-------	------------	---------------------------

Terms of Payment	Receipt No	Receipt Date	Amount	Cheque No	Cheque Date	Bank
1		15/05/2013	35,000.00	000003	15-05-2013	RAKBANK
2		15/10/2013	35,000.00	000004	15-10-2013	RAKBANK
3		15/01/2014	30,000.00	000005	15-01-2014	RAKBANK

## Remarks

## تاظا امل

The tenant undertakes to pay the maximum increase ruled by the law upon the renewal of this contract as per the Emirates of Abu Dhabi law and regulations. The tenant to consider this undertaking as a formal acknowledged renewal notice

يتعهد المستأجر بدفع الحد الأقصى من الزيادة القانونية عند تجديد العقد وذلك حسب القوانين المعمول بها في إمارة أبوظبي. ويرى المستأجر بموجب هذا التمسك بأنه قد أبلغ توكيلا مسموما

يتعهد المستأجر بالالتزام بشروط العقد الواردة خلف هذه الصفحة

The tenant agrees to abide by the conditions of the agreement as set out on the back of this document

Witness Signature	Tenant Signature	Landlord Signature
-------------------	------------------	--------------------

Flat/Shop routine maintenance can be logged.



### Cheque Expiry Report

Tenant	Building	Flat	Bank	Cheque No	Cheque date	Amount
BERKELEY SECURITY	KHALFAN FARAJ MOHD.AL	1	HSBC	514309	15-11-2012	50,000.00
KHALIDIYA MALL LLC	KHALFAN FARAJ MOHD.AL	202	BANK OF BARODA	491435	05-12-2012	50,000.00
BERKELEY SECURITY	KHALFAN FARAJ MOHD.AL	1	HSBC	514308	09-05-2012	50,000.00
AJMAL KHAN MOHAMMED	MOHAMED FARAJ	Shop 3	United Bank	100136	16-08-2012	54,624.00
MUSTAFA MOHAMED AAREFA	KHALFAN FARAJ MOHD.AL	302	Dubai Islamic Bank	534403	21-05-2012	40,000.00
MUSTAFA MOHAMED AAREFA	KHALFAN FARAJ MOHD.AL	302	Dubai Islamic Bank	534404	12-09-2012	30,000.00
PROJECT DEVELOPMENT	KHALFAN FARAJ MOHD.AL	103	United Arab Bank	63285	20-03-2012	35,000.00
ALKHIBRA PRINTING	KHALFAN FARAJ MOHD.AL	3	Noor Islamic Bank	100010	20-11-2012	10,853.50
ALKHIBRA PRINTING	KHALFAN FARAJ MOHD.AL	3	Noor Islamic Bank	100009	20-05-2012	10,853.50
THE BOSS SALOON	KHALFAN FARAJ MOHD.AL	2	Abu Dhabi Islamic Bank	410048	20-11-2012	17,752.00
HIDE PARK GENTS SALON	KHALFAN FARAJ MOHD.AL	Shop 1	Dubai Islamic Bank	976269	05-04-2012	21,162.00
HIDE PARK GENTS SALON	KHALFAN FARAJ MOHD.AL	Shop 1	Dubai Islamic Bank	976270	10-10-2012	21,162.00
ABU DHABI BERKELY	KHALFAN FARAJ MOHD.AL	2	HSBC	661129	17-06-2012	34,140.00
BIJU GEORGE	KHALFAN FARAJ MOHD.AL	403	SCB	476426	02-04-2012	37,500.00
BIJU GEORGE	KHALFAN FARAJ MOHD.AL	403	SCB	476428	02-10-2012	37,500.00
AKTAR SHAIKH ADAM	KHALFAN FARAJ MOHD.AL	501	ADCB	347491	10-08-2013	30,000.00
HENRY CHARLES PAUL D	MOHAMED FARAJ	204	National Bank of Abu Dhabi	000136	20-05-2012	34,136.00

**Reports Include : PDC Report, Tenancy Report, Vacant Flats Report, Rent Collection Report etc.**



## **Flat Report**

<b>Flat</b>	<b>Contract From</b>	<b>Contract To</b>	<b>Status</b>
Shop 1	05-04-2012	04-04-2013	Vaccant
4	02-06-2012	01-06-2013	Vaccant
104	22-04-2012	21-04-2013	Vaccant
204	09-05-2012	08-05-2013	Vaccant
401	06-04-2012	05-04-2013	Vaccant
403	02-04-2012	01-04-2013	Vaccant
302	21-05-2012	20-05-2013	Vaccant
201	25-09-2012	24-09-2013	Vaccant
Shop 1	15-08-2012	14-08-2013	Vaccant
Shop 3	15-08-2012	14-08-2013	Vaccant
502	01-04-2012	31-03-2013	Vaccant
501	27-11-2012	26-11-2013	Occupid
203	24-03-2012	23-03-2013	Vaccant
101	13-09-2012	12-09-2013	Vaccant
103	20-03-2012	19-03-2013	Vaccant

**Flat Availability report to check whether flat is engaged or vacant and for how long.**

