



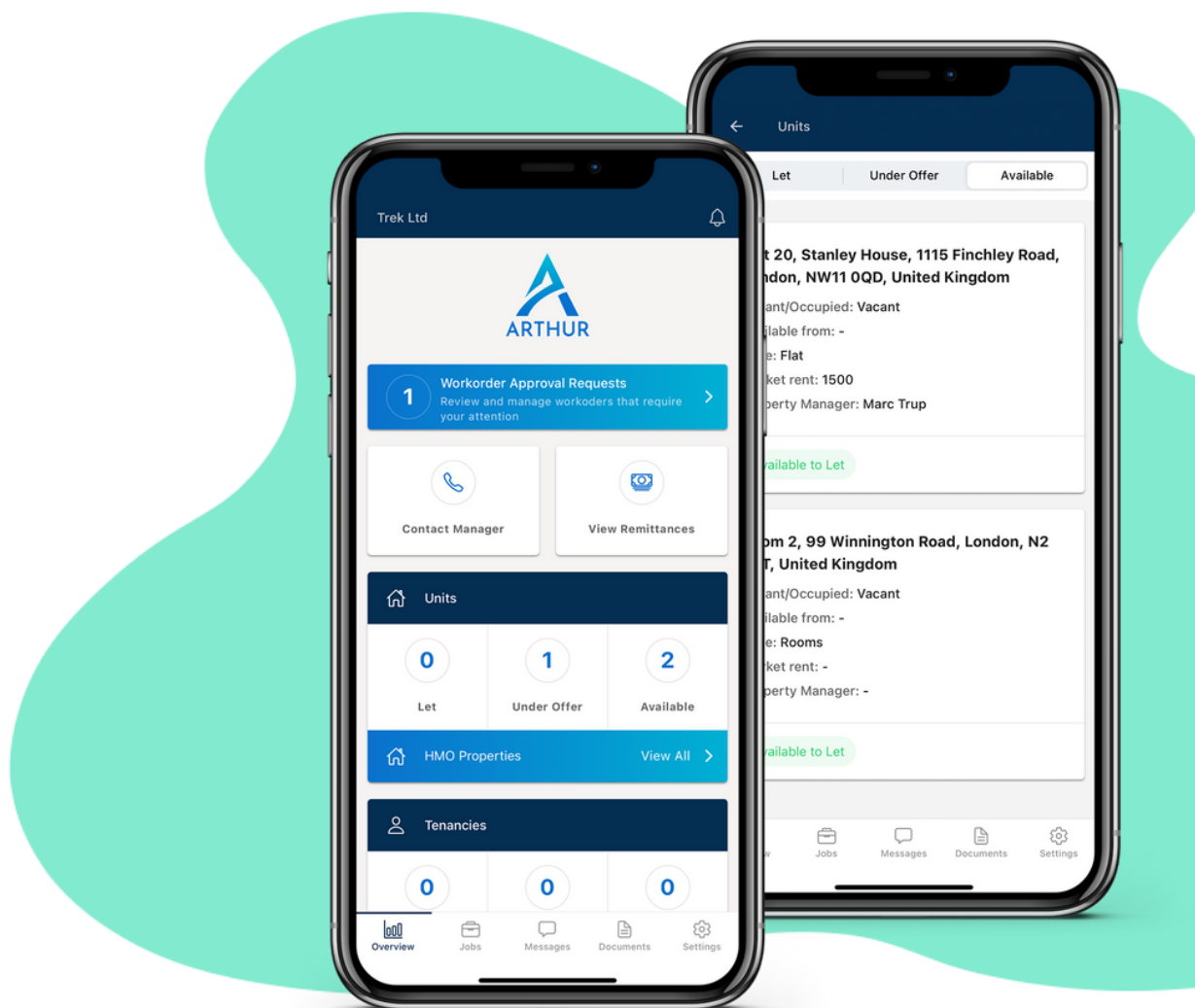
# NEW PROPERTY OWNER APP UPDATE

MARCH 2021



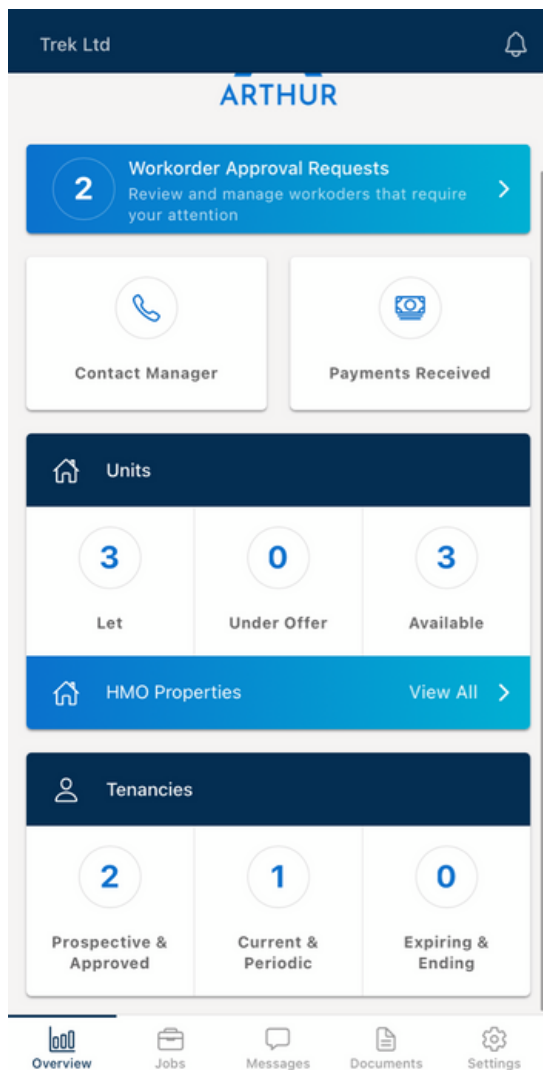
# INTRODUCTION

The all-new and improved property owner app is here! It has never been simpler for owners to access all the information that is relevant to them through our easy-to-use app.



# DASHBOARD

The dashboard provides key information to owners about their properties at a glance. Everything owners need is accessible from here.



## Dashboard Features

- Notifications can be viewed by tapping the bell icon
- Work order quotes for jobs at their properties can be viewed, approved and rejected
- Ability to easily contact the property manager
- Access to all remittances made to them with improved functionality allowing them to be able to download these statements within the app
- View of all of their units and current statuses
- Access to property information
- View of all tenancies and current statuses

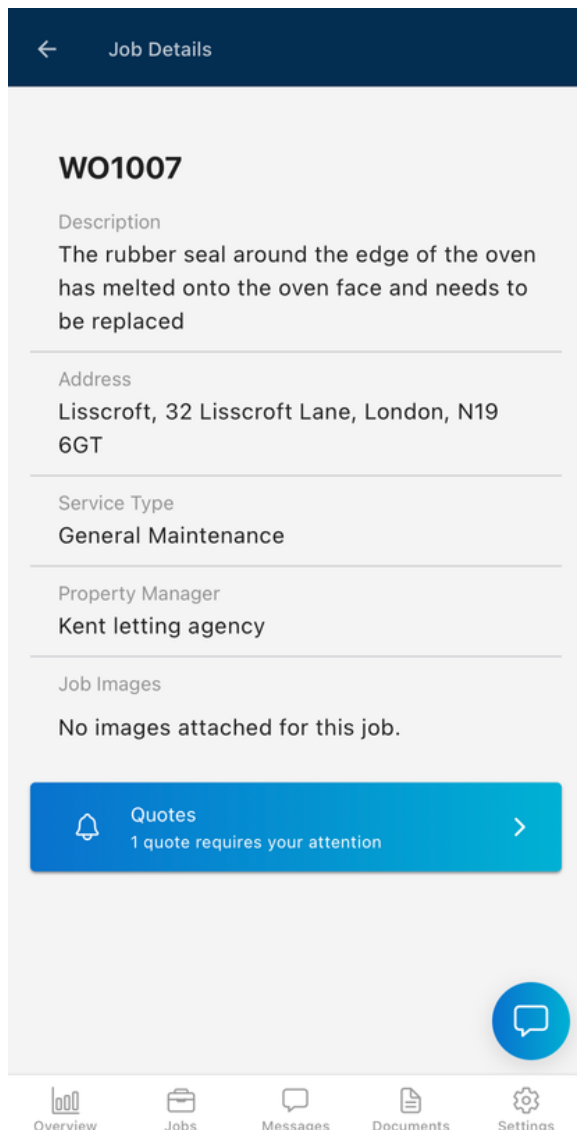
## Bottom Horizontal Bar

- Jobs - View of all jobs relating to their properties.
- Messages - Shows all messages along with the thread that has been sent by the property manager as well as any responses.
- Documents - Any documents and images that have been attached to any property/unit/tenancy will be visible in this section.
- Settings

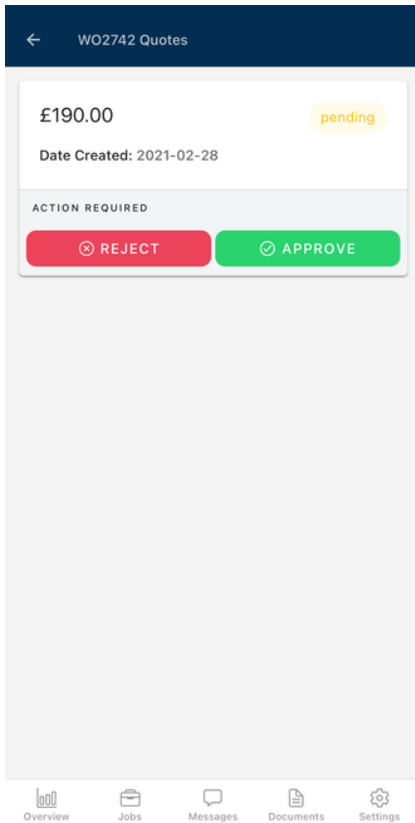
# WORK ORDERS

## Work order approval request

This function gives property owners the ability to approve or reject quotes that have been sent over by the property manager. It provides all of the necessary information that they require, including details of the job and the address as well as any images or documents that might have been attached and shared.

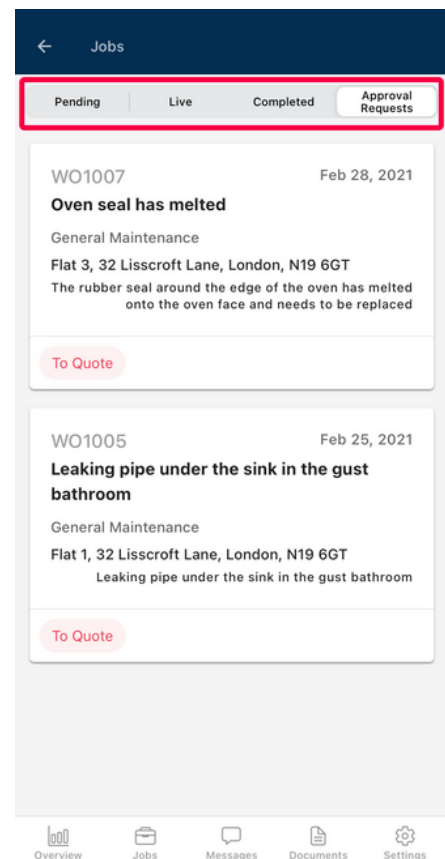


# WORK ORDERS

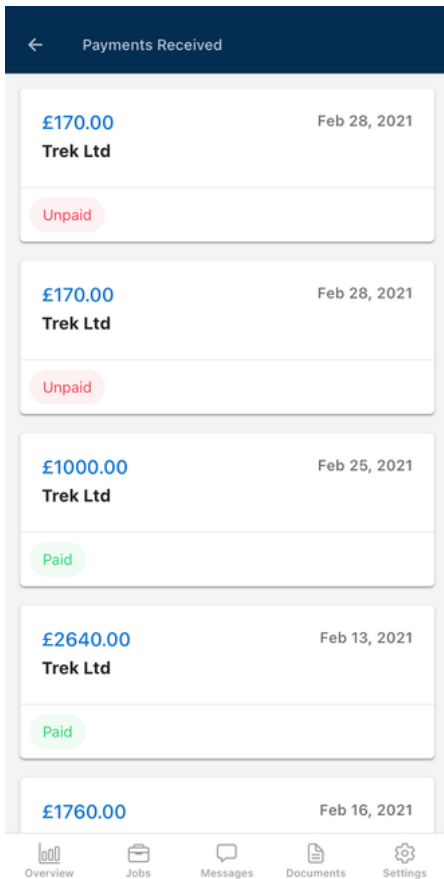


Owners are then easily able to accept or reject the quote.

Within this section, owners are able to view other jobs based on status using the filter at the top of the screen.

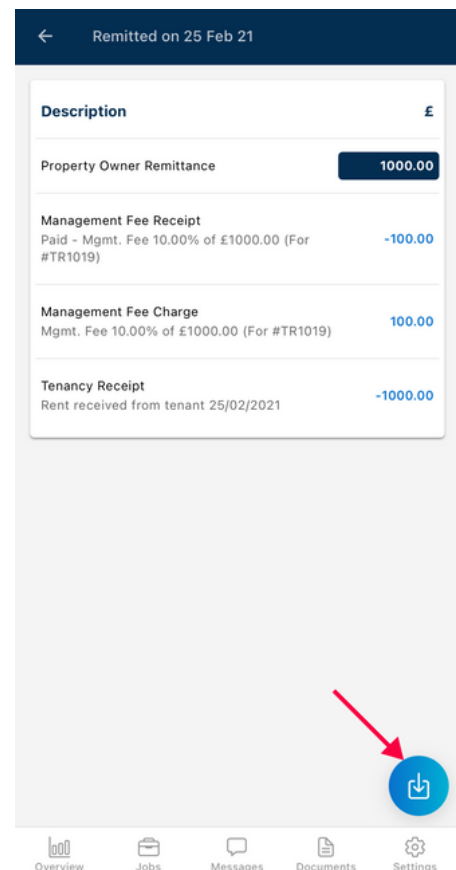


# PAYMENTS RECEIVED



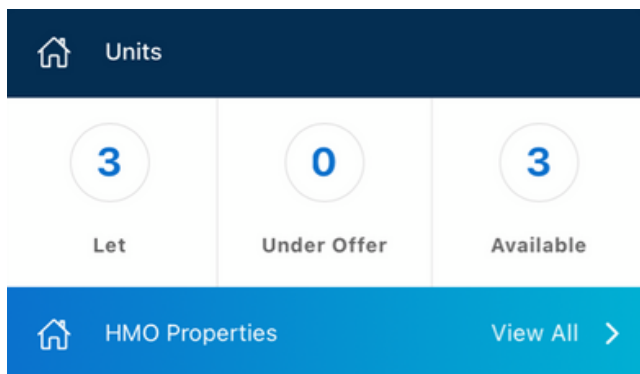
The payments received area provides owners with a breakdown of all remittances that have been made.

Within each remittance, there is a breakdown of fees as well as the tenancy receipt. Owners can now download the PDF statement from within the app by tapping the download icon.

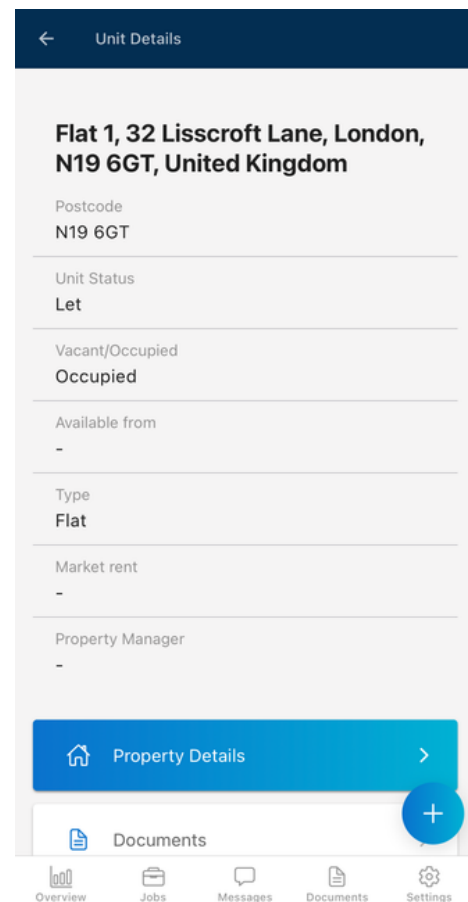


# UNITS

Similar to the work order section, owners can easily view and filter through all of their units based on their status.

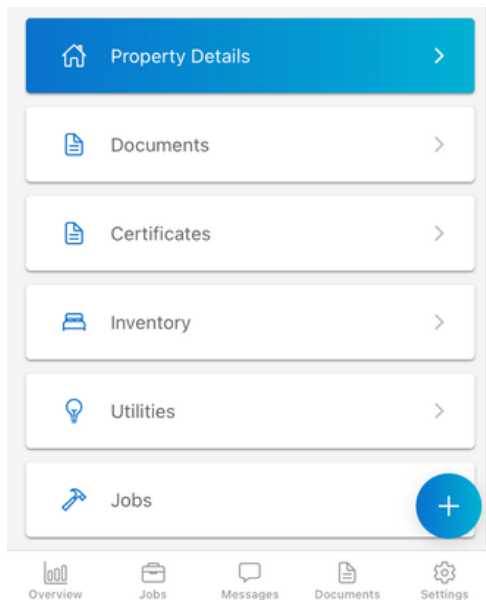


Within each unit, owners have access to the key information regarding the unit.



# UNITS

Further down the screen owners have access to:



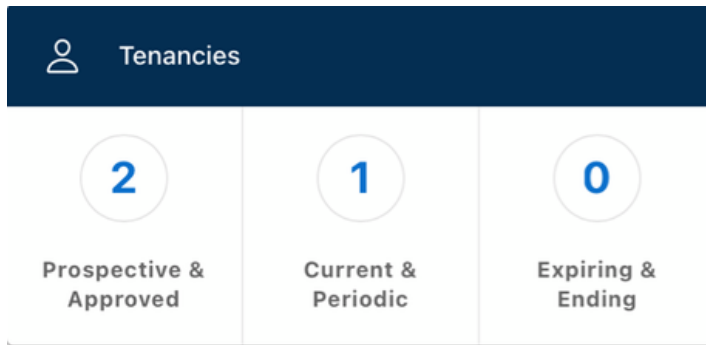
- Documents - Any documents or images that have been shared. By tapping the document, owners are able to read through the contents of the file. Tapping the image enlarges them within the app.
- Certificates - Important information such as certificate type, expiry date and any notes can be seen. Tapping on the certificate itself will show the attachment.
- Inventory - The inventory shows any items that have been recorded against the unit along with other important information about the product (SS).
- Utilities - Within the utilities section of the unit, owners can see the various utilities that have been added along with the last reading and the date it was taken.
- Jobs - Lastly, any work orders that are related to the unit are visible here.

\*It is important to note that this information is only visible to owners if it has been shared with them by a property manager.\*



# TENANCIES

Tenancies are split into sections based on status.



By tapping into one of these sections, owners are still able to view other tenancies by filtering by status (SS).

The screenshot shows the 'Tenancies' screen with a filter menu at the top. The filter menu has four options: 'Prospective & Approved', 'Current & Periodic', 'Ending & Expiring', and 'Past'. The 'Current & Periodic' option is selected and highlighted with a red box. Below the filter menu, a tenancy card is displayed for 'TE1002'. The card contains the following information:

- TE1002**
- Tenants: Holly Bradbury
- Unit Address: Flat 1, 32 Lisscroft Lane, London, N19 6GT
- Deposit: £1200.00
- Rent: £1000.00

At the bottom of the card, there is a 'Periodic' button.

# TENANCIES

Within a tenancy, owners have access to all of the key data pertaining to that tenancy including rent amounts, tenancy dates, documents and jobs.

The screenshot displays a mobile application interface for 'Tenancy Details'. At the top, there is a dark blue header with a back arrow and the text 'Tenancy Details'. Below this, the tenancy ID 'TE1002' is prominently displayed. The details are organized into sections separated by horizontal lines:

- Status:** Periodic
- Tenants:** Holly Bradbury
- Unit Address:** Flat 1, 32 Lisscroft Lane, London, N19 6GT
- Rent - Monthly:** 1000.00
- Reg. Deposit:** 1200.00
- Rent Insured:** Not Insured
- Tenancy Start Date:** Feb 1, 2021
- Tenancy End Date:** -
- Break Clause Date:** -
- Guarantor:** No Guarantor

At the bottom right of the details section, there is a blue circular button with a white plus sign. Below the details, a navigation bar contains five icons with labels: Overview, Jobs, Messages, Documents, and Settings.



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