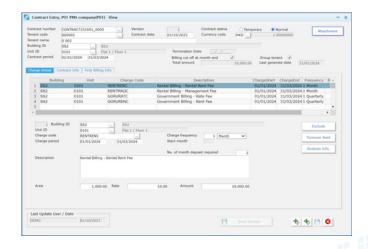# FlexSystem

Property Management System

Centralized Lease and Tenant Management

FlexSystem Property Management System consolidates all tenant and lease information into a single, unified platform. Users can easily access tenancy contracts, tenant profiles, property details, billing processes, and payment histories in one place. This centralization enables real-time updates across the system and streamlines the management of multiple leases and tenants through a single interface. As a result, it enhances data accuracy, reduces administrative workload, and significantly improves the efficiency of contract management workflows.
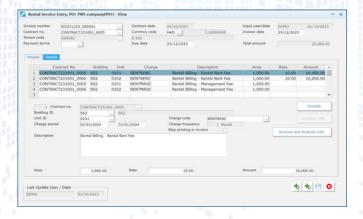
Tenancy Contract Management

- Automates lease creation, renewal, and termination
- Simplifies data entry with customizable templates
- Sends reminders for lease expirations to support timely renewals
- Configures lease terms: building & unit, charges, frequency and period
- Tracks tenant contract status with full visibility
- Supports accurate billing and fast communication
- Sends real-time alerts for key milestones
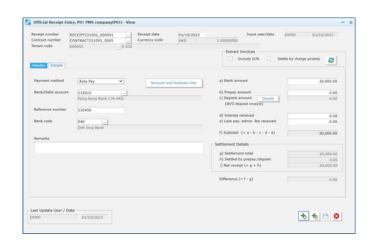

Automated Billing and Invoicing

- Links billing to lease terms for automatic invoicing
- Supports monthly, quarterly, and annual billing cycles
- Manages regular and ad hoc charges (e.g., rent, turnover rent, cleaning fees)
- Calculates late fees per contract terms
- Sends invoices via email or prepares them for printing
- Speeds up invoicing and improves rent collection
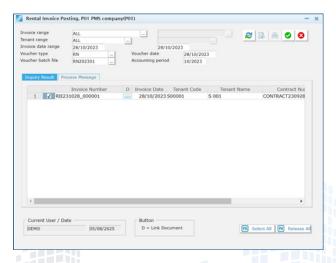- Boosts visibility into income and cash flow

Payment Collection and Reconciliation

- Support multiple payment methods for easy collection
- Automatically matches payments to invoices
- Sends reminders and overdue notices to prompt timely payments
- Updates tenant accounts instantly upon receipt
- Issues receipts via email or print
- Improves efficiency and maintains accurate payment record
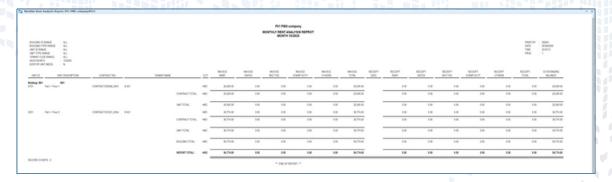

Financial Integration and Synchronization

- Seamlessly integrates with FlexSystem Financial Management
- Syncs rental income, deposits, payments, and revenue recognition
- Prevents duplicate entry and ensures data consistency
- Updates financial statements in real time
- Delivers accurate reports with strong audit trails
- Improves transparency and simplifies portfolio-wide compliance

Reporting and Analytics

- Provides real-time reporting and analytics tools to support strategic decision-making
- Supports onscreen inquiries and generates detailed reports covering actual income, income forecasts, occupancy levels, aging balances, payment and reconciliation records, and lease status tracking
- Empowers property managers to identify trends, optimize performance, and make informed business decisions