



Daftari PMS

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..the real estate agent's assistant

About Daftari PMS

Daftari Property Management System™ (Daftari PMS), is a computer program used by real estate agents in managing the data and transactions arising when renting out dwellings and business places to tenants on behalf of landlords. Its primary focus is rent collection business and sale of real estate assets. We describe Daftari PMS as *the real estate agent's assistant*. This database program revolves around three broad concepts:

- (a) Data capture and transaction processing;
- (b) Statistical data analysis and reporting;
- (c) Preparation of accounting reports.

Some of the business activities handled include:

- Renting and leasing out dwellings and business places;
- Invoicing for additional tenant services like garbage collection;
- Ad hoc charges (surcharging, penalties, legal fees);
- Receiving payments;
- Repairs and renovations;
- Posting of other recurrent expenses, e.g. electricity bills;
- Refunds;
- Remittances to landlords;
- Sale of plots / land;
- Sale of houses.

Output Reports

More than 50 different reports are available from the system, the most notable one being *agency income & expenditure report*. Others include:

- tenants list,
- list of landlords served by the agency,
- payment receipts,
- tenant arrears report,
- tenant statement of account,
- payment demand note,
- A4-size, publicity pin-up poster,
- recurrent expenses analysis,
- monthly remittances to landlords schedule,
- list of plots available for sale,
- real estate asset sales report,

- rent progression report,
- system access log.

Benefits of Using Daftari PMS

Daftari PMS enables a real estate agent to exploit the power of computers in business and gain as follows:

◆ Free templates

To assist you in the process of collecting required data, Daftari PMS provides you with ready templates that can be printed out and used immediately. Four of these are *application for tenancy*, *sample tenancy agreement*, *keys issuance form*, and *water meter reading sheet*.

◆ Easier management of tenants

No matter how many tenants you deal with, monitoring their monthly payments (rent, service charge, etc) becomes very easy. You even get detailed summaries of individual tenants' rent payment habits.

◆ Receipting

You need not retain a manual receipt book anymore. You can issue computer-generated receipts and other vouchers. What's more, a receipt for a given payment can be re-printed anytime in the future.

◆ Publicity

Publicizing the vacant rentable units is made easy. You can to print out A4-size publicity pin-up posters.

◆ Electronic billing / invoicing

Daftari PMS has features for automatic billing of extra services like garbage collection and security. You can also bill for metered supplies like water.

◆ Better record-keeping

Daftari PMS enables you to collect together, store, and quantify your real estate commitments, revenues and expenses. This pool of organized records provide you with a better opportunity to manage your business affairs effectively, enhancing your relations with property owners.

◆ Bottom line performance reports

Periodical business results are available to you at the click of a mouse button. Knowing your business performance is not just comforting. It also enables you to make future plans based on solid information.

◆ Automatic reminders

You can configure the system to remind you when one or more tenants is due for rent review.

◆ Minimal cost outlay

With a price tag of just **KSh 45,000** (forty five thousand) that includes **6** hours of user training and a 9-month warranty, Daftari PMS is quite affordable.



Requirements

To make optimal use of Daftari PMS, you will need to have the following resources:

- A PC or laptop computer installed with Microsoft Office;
- A printer. A small laser printer or a dot-matrix printer will do;
- A CD drive or an external hard disk for data backup;
- An anti-virus program;
- A desk and a chair;
- Some stationery (paper & tonner or printer ribbon).

If you are an individual landlord who directly manages his / her rental properties without using an agent, you do not need Daftari PMS. We recommend that you procure Landlord Chronicle from Milestone Computing for use at your own premises.

How About a Free Demonstration?

We provide free demonstrations of Daftari PMS to prospective customers. You can use such demonstrations to gauge product quality or to discuss customization requirements. Just get in touch with us and we will come to you.

60-Day Free Trial Copy

In addition to a free product demonstration, we are happy to provide you with a 60-day free trial copy of the software for you to try out independently.

This is a great way of finding out if you like the software enough to buy it, and if any fine-tuning will be needed.

Training

Scheduled training for a maximum of 6 hours (3 sessions of 2 hours OR 2 Sessions of 3 hours) will be provided at no extra cost during implementation.

Persons who are not very familiar with the use of computers are encouraged to book additional training of about 5 hours at a cost of KSh 750 per hour.

Product Support

Product support will be provided in three ways: phone calls, email messages and site visits. The product vendor will exercise discretion in determining when a site visit is necessary.

Within the first nine (9) months, and subject to terms and conditions indicated in the product license agreement, product support will be largely free.

After the first nine months, product support will be provided at a fee, either on ad hoc basis or based on an annual support agreement.

Other Products From Milestone Computing

We have other software products for the real estate world:

- **Landlord Chronicle** - This is similar to Daftari PMS, but it is created with an individual landlord in mind. It focuses on all aspects of running a rental houses enterprise. This product provides an individual landlord with a wealth of tools and information.
- **Shikana 4 Residents** - This program targets groups in modern residential areas, notably those in gated communities. Wherever there is a group of estate residents that pull resources together to achieve common goals like security and estate upkeep, then Shikana 4 Residents will be helpful. Instead of keeping a manual register of members and member payments, you can use this program.

GET YOUR COPY OF DAFTARI PMS TODAY

For trade enquiries, please get in touch with

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