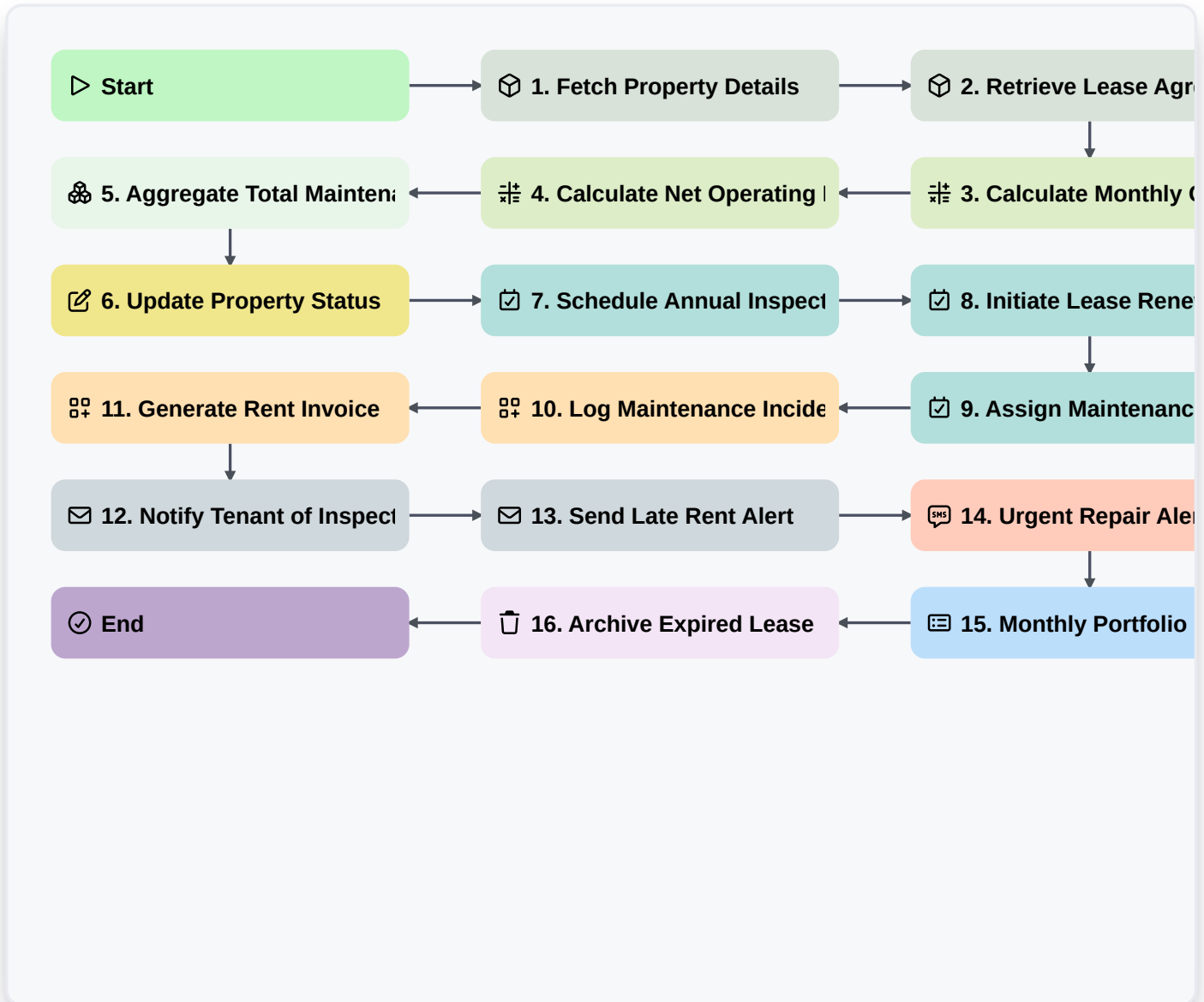


Property Portfolio Management Workflow



▷ Start

Start of the Workflow/Process.

📦 1. Fetch Property Details

Retrieve existing property data, including address, type, and owner information from the Property Data Model.

📦 2. Retrieve Lease Agreements

Fetch all active lease entries associated with the selected property to check for upcoming expiration dates.

📊 3. Calculate Monthly Gross Income

Sum all rent entries and ancillary income entries to determine total monthly revenue for the property.

📊 4. Calculate Net Operating Income (NOI)

Subtract total operating expenses from the calculated Gross Income.

🔗 5. Aggregate Total Maintenance Costs

Sum all maintenance expense entries for the current fiscal year to monitor budget variance.

📝 6. Update Property Status

Update the 'Status' field in the Property Data Model (e.g., changing from 'Vacant' to 'Occupied').



7. Schedule Annual Inspection

Create a task for the Property Manager to conduct a physical walkthrough and safety check.

8. Initiate Lease Renewal Process

Create a task for the Leasing Agent when a lease expiration is detected within 90 days.

9. Assign Maintenance Repair

Create a task for the Maintenance Technician when a new repair entry is submitted.

10. Log Maintenance Incident

Create a new entry in the Maintenance Log data model whenever a new issue is reported.

11. Generate Rent Invoice

Create a new entry in the Invoicing data model for the upcoming month's rent collection.

12. Notify Tenant of Inspection

Send an automated email to the tenant contact address regarding the scheduled inspection date.

13. Send Late Rent Alert

Send an email to the tenant when a payment entry is marked as 'Overdue'.

14. Urgent Repair Alert

Send an SMS to the Property Manager for high-priority/emergency maintenance tasks.

15. Monthly Portfolio Performance Report

Generate a comprehensive report summarizing occupancy rates, total income, and expenses for the month.

16. Archive Expired Lease

Delete or move expired lease entries from the 'Active Leases' view to the 'Archive' data model.

End

End of the Workflow/Process.