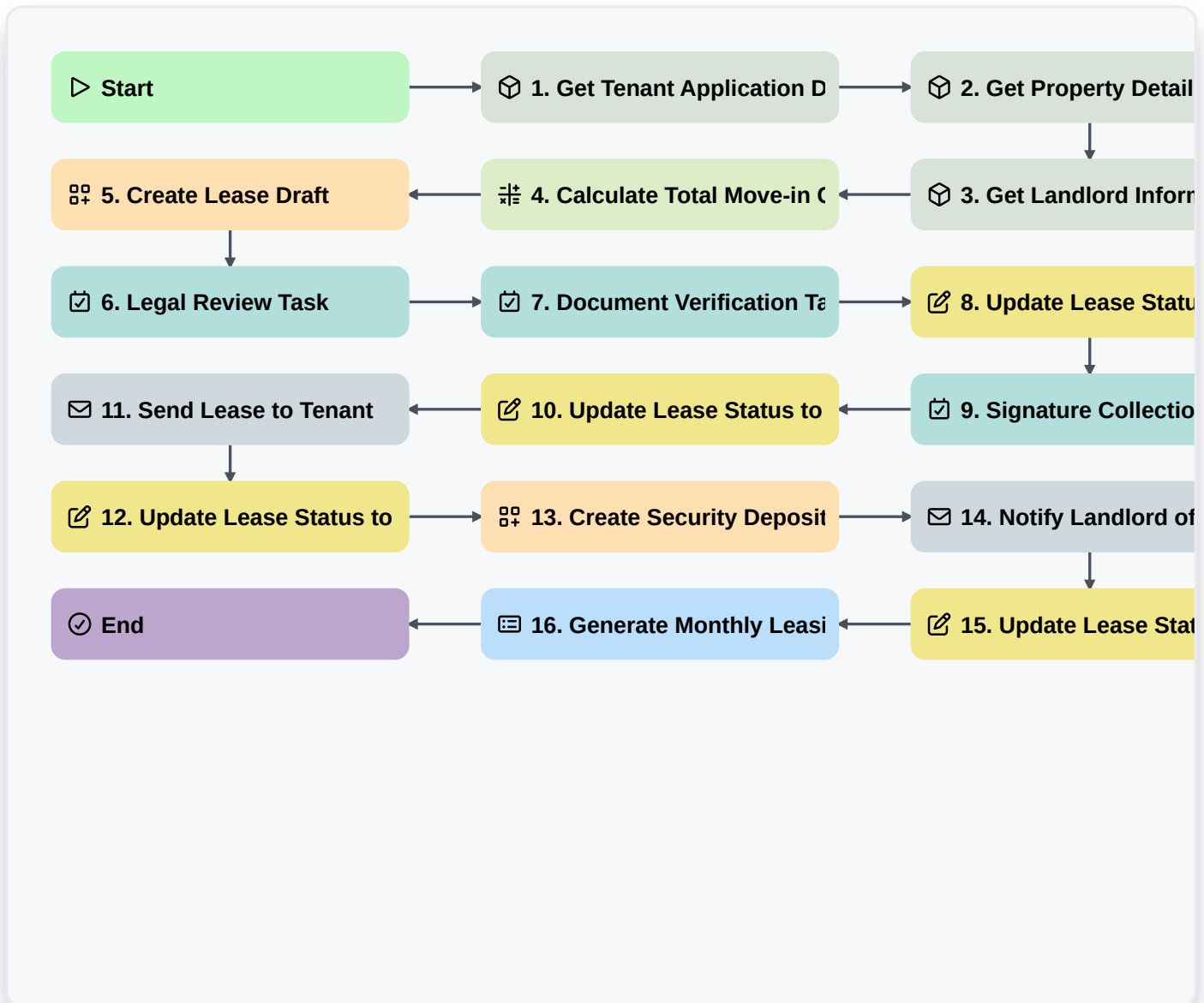


Residential Lease Agreement Generation



▷ Start

Start of the Workflow/Process.

📦 1. Get Tenant Application Data

Retrieve all submitted information from the Tenant Application data model.

📦 2. Get Property Details

Retrieve specific details regarding the property (address, rent amount, deposit) from the Property data model.

📦 3. Get Landlord Information

Retrieve contact details and legal name of the property owner/landlord.

🔢 4. Calculate Total Move-in Cost

Sum the first month's rent, security deposit, and any applicable admin fees.

🔢 5. Create Lease Draft

Generate a new entry in the Lease Agreement data model using the aggregated data.

📋 6. Legal Review Task

Assign a task to the Legal Department to review the generated lease terms for compliance.



 **7. Document Verification Task**

Assign a task to the Leasing Agent to verify tenant identity and background check results.

 **8. Update Lease Status to 'Reviewing'**

Change the status of the Lease Agreement entry to 'Under Review'.

 **9. Signature Collection Task**

Assign a task to the Tenant to sign the lease agreement electronically.

 **10. Update Lease Status to 'Pending Signature'**

Update the Lease Agreement entry status once the draft is approved and sent.

 **11. Send Lease to Tenant**

Send an email to the tenant containing the lease link and instructions for signing.

 **12. Update Lease Status to 'Signed'**

Update the Lease Agreement entry status once all digital signatures are captured.

 **13. Create Security Deposit Invoice**

Create a new entry in the Invoices data model for the security deposit amount.

 **14. Notify Landlord of Execution**

Send an email to the Landlord notifying them that the lease has been fully executed.

 **15. Update Lease Status to 'Active'**

Finalize the lease status to 'Active' and set the commencement date.

 **16. Generate Monthly Leasing Report**

Create a summary report of all newly executed leases for the current month.

 **End**

End of the Workflow/Process.