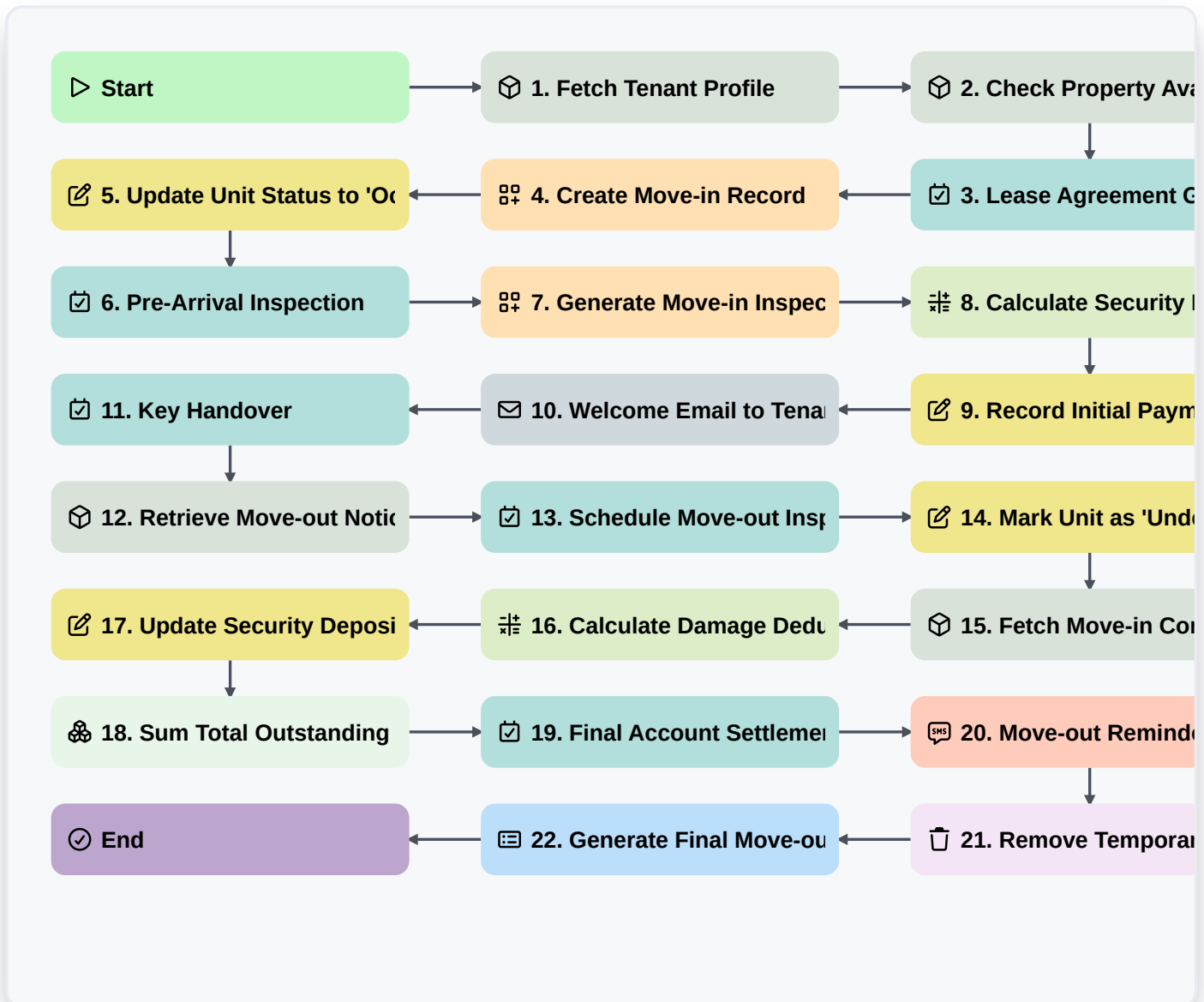


Tenant Move-In And Move-Out Workflow



Start

Start of the Workflow/Process.

1. Fetch Tenant Profile

Retrieve existing tenant information and lease terms from the Tenant Data Model.

2. Check Property Availability

Verify the status of the specific unit in the Property Data Model to ensure it is vacant/ready.

3. Lease Agreement Generation

Assign a task to the Property Manager to prepare and send the digital lease for signature.

4. Create Move-in Record

Create a new entry in the Move-in/Move-out Logs data model to track the start date.

5. Update Unit Status to 'Occupied'

Update the Property Data Model to change the unit status from 'Vacant' to 'Occupied'.

6. Pre-Arrival Inspection

Assign a task to the Maintenance Team to perform a cleanliness and functionality check.



7. Generate Move-in Inspection Report

Create a new inspection entry containing photos and notes regarding the unit condition at handover.

8. Calculate Security Deposit Total

Calculate the total amount due by summing first month's rent and security deposit fees.

9. Record Initial Payment

Update the Tenant Ledger with the initial payment amount received.

10. Welcome Email to Tenant

Send a welcome email containing move-in instructions, key pickup details, and building rules.

11. Key Handover

Task for the Front Desk or Manager to physically hand over keys and access fobs.

12. Retrieve Move-out Notice

Fetch the notice period and end-of-lease date from the Tenant Lease Data Model.

13. Schedule Move-out Inspection

Assign a task to the Maintenance Team to inspect the property upon vacancy.

14. Mark Unit as 'Under Notice'

Update the Property Data Model to reflect that the unit is soon to be vacated.

15. Fetch Move-in Condition Data

Retrieve the original inspection data to compare against the move-out condition.

16. Calculate Damage Deductions

Calculate the total cost of repairs by summing all damage entries found during move-out.

17. Update Security Deposit Balance

Subtract repair costs and unpaid utilities from the original security deposit entry.

18. Sum Total Outstanding Utilities

Aggregate all unpaid utility entries associated with the tenant's account.

19. Final Account Settlement

Assign a task to the Accounting Department to process the final refund or invoice.

20. Move-out Reminder

Send an SMS reminder to the tenant regarding the deadline for removing all personal belongings.

21. Remove Temporary Access Permissions

Delete the temporary digital key access entries from the Security Data Model.

22. Generate Final Move-out Summary

Create a final report summarizing the condition, costs, and closing status for the property owner.

End

End of the Workflow/Process.