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**Author: Vasily Zubov**
**E-mail: torxy@mail.ru**

The Rentier programme is a computer-based programme (hereinafter referred to as "Programme") which allows owners of realty (flats, offices, rooms, storage facilities, etc), owners of vehicles (automobiles, trucks, special-purpose vehicles, etc), owners of equipment and structures (concrete mixers, scaffolding, heavy equipment, etc), tenants, as well as executors of services to communicate in electronic form, namely, to keep records of income and expenses, plan out a budget, make payments on time, perform property maintenance, get quick access to information of service providers on a territorial basis. The Programme contains tariff, charge, and payment files, as well as the copies of documents regulating the relationships between owner, tenant, and/or executor of services.

The Programme should also be useful for tenants if any disputes arise about execution of payments or meter readings.

**Purpose of the Programme:** to simplify and regulate communication (document flow, accounting, planning, budgeting) between owner, tenant, and/or executor(s) of services.

**The Programme may be implemented as a web site or an application for different platforms (Android, iOS, Windows, etc).**

**Main purpose of the Programme:** to simplify communication (document flow, accounting, planning, budgeting) between owner and tenant(s).

The Programme allows:

an owner to have on deck all documents, calculations, readings and photos of metering devices, and payment terms, to create in the Programme payment notices in the days prior, to choose service provider (if the Programme is installed), as well as to filter service provider according to way, cost, and place of execution of works;

a tenant to enter data validated by photos on time, to receive a charge for the services consumed and to be ensured your payment is confirmed by owner, to have charge and payment files as well as the copies of right evidence documents regulating the relationships between owner and tenant, to see the tariffs used for charging;

a service executor to offer and (or) sell its service to owners of realty/vehicles/ equipment, as well as a reminder of the time and cost of execution of works.

Project themes may be developed and enriched with written permission of the Project's author.

**Programme structure**

**Starting page**

You can choose the object of property to undergo accounting. Several objects may be chosen from the following groups:

- Real property
- Vehicle
- Equipment

**Main page**

**"Realty/Vehicle/Equipment" Section**

After all the data required have been entered, the page containing all necessary information about your objects of property is formed.

- Name and location (including address)
- Calculator (for realty: charges for utilities, meter readings; for vehicles and equipment: charges and tariffs for renting)
- Documents (contract, photo, etc)
- Budget
- Planning
- Service
- Sending the Programme installation reference for tenants (including entering meter readings and photos, repair requests and photos, payment reminders)

The page indicates delayed notices and relevant reminders.

**"Name and Location" Section**

- Name of the object (realty, vehicle, or equipment)
- Object localization on map

**"Calculator: Tariffs and Meter Readings" Section**

Allows choosing the accounting object among those you indicated, indicating the period corresponding to the data entered, and entering the data in the "Tariff and Meter Readings" columns in the table. All the sums are calculated automatically.

| Electricity | | | |
|---|---|---|---|
| Tariff | Start reading | End reading | Sum |
| | | | |
| **Cold water** | | | |
| Tariff | Start reading | End reading | Sum |
| | | | |
| **Hot water** | | | |
| Tariff | Start reading | End reading | Sum |
| | | | |
| **Sewage** | | | |
| Tariff | Start reading | End reading | Sum |
| | | | |
| **Gas** | | | |
| Tariff | Start reading | End reading | Sum |
| | | | |

| | Total: | |
|---|---|---|

The data obtained can be sent to tenant, represented as Microsoft Excel file, or saved as JPG or PDF file.

Send query to tenant (figures and photo)

**Save**

| Export to Excel | Export to JPG/PDF |
|---|---|

In the case of renting vehicles and lending equipment, accounting may be performed according to time (months, days, hours, or engine hours).

**"Planning" Section**

An owner enters all the information required, i.e. adjusts dates and time of acquiring incomes and expenses as per object of property, as well as the ways of receiving reminders and the time convenient for receiving notices (on the first, second, fourth etc. day prior to the date of happening of an event). The owner also adjusts the date of sending a notice to tenant or executor of services so that the tenant or executor of services could plan out payment or service execution in time. A notice is sent automatically. The tenant knows in advance when payment shall be made. The executor of services confirms service execution at the fixed time.

| **For realty:** |
|---|
| *The date of income receipt* is adjusted once and corresponds to the date specified in contract. A reminder is then sent to tenant and owner automatically. |
| *The date of utilities payment* is adjusted once at first using the Programme. Then the chosen contact method (email, telephone, programme, or mobile application) is used. |
| *The date of real property tax payment* is adjusted once and corresponds to tax payment dates established by law in the Russian Federation. |
| *The date of tax return filing* is adjusted once and corresponds to tax return filing dates established in the Russian Federation. |
| **Reminder samples:** |
| Remind of receiving income "this day / a day prior / two days prior" |
| Remind of making utilities payment "this day / a day prior / two days prior" |
| Remind of service execution date "this day / a day prior / two days prior" |

**"Documents" Section**

Allows saving electronic copies of contracts, using electronic document flow, and importing and exporting these data:

- Letting contract for an object of real property / vehicle / equipment / tool
- Contract for services
- Property inventory (photo)
- Object's integrity (photo)

**"Budget" Section**

Allows receiving information about expenses/incomes on one or all your objects of property, analyzing your business rate of return, accounting incomes and expenses. Contains table data and diagrams, allows the analysis for all or the chosen objects of property.

- Report "Incomes / expenses / profit"
- Report "Only income"
- Report "Only expenses"

Diagrams:

- Expenses on all objects of property
- Incomes on all objects of property
- Income structure on the objects of property
- Profit structure
- Expenses structure on the objects of real property

All data can be formed according to time periods, property kinds, etc.

**"Service" Section**

An owner may enter all necessary kinds of services being used in exploiting the objects of property, find an executor by using territorial and cost filters, and assign specific services to different objects.

The services may include:

- tidying up a room, window cleaning, septic tank cleaning
- services of electrician / sanitary technician / technician
- lawn mowing, landscape design, pool cleaning
- other services related to arrangement of the territory adjacent to house, maintenance and exploitation of housing estate and adjacent plot of land / garden plot.
- guarding of real property objects, redecoration
- vehicle checkup
- maintenance of vehicles and equipment

An executor of services may find customers, offer and sell a service to customer (owner). An executor of services may also assign a specific service to customer (owner) location.

**If necessary, the Programme may be enriched with the permission of the author, Mr. Vasily A. Zubov**