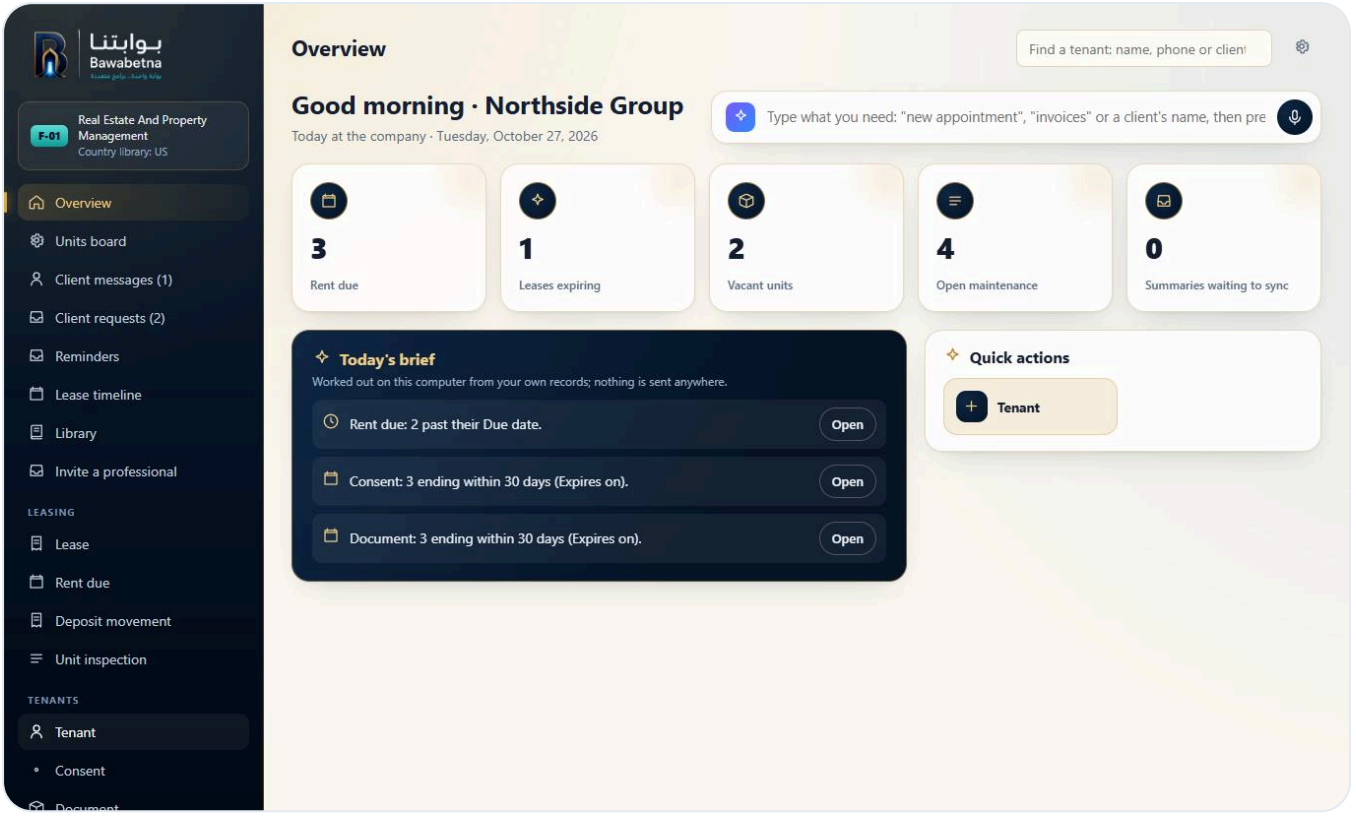
Bawabetna · User guide

Real Estate And Property Management

Every screen and every button, with real screens from the program.

Guide version 2026-10-27



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Getting started

Download the program from bawabetna.com or the Microsoft Store and install it. On first opening, sign in with your Bawabetna account. The first month is free with every feature.

The first-run assistant asks for a few details, then the program is ready:

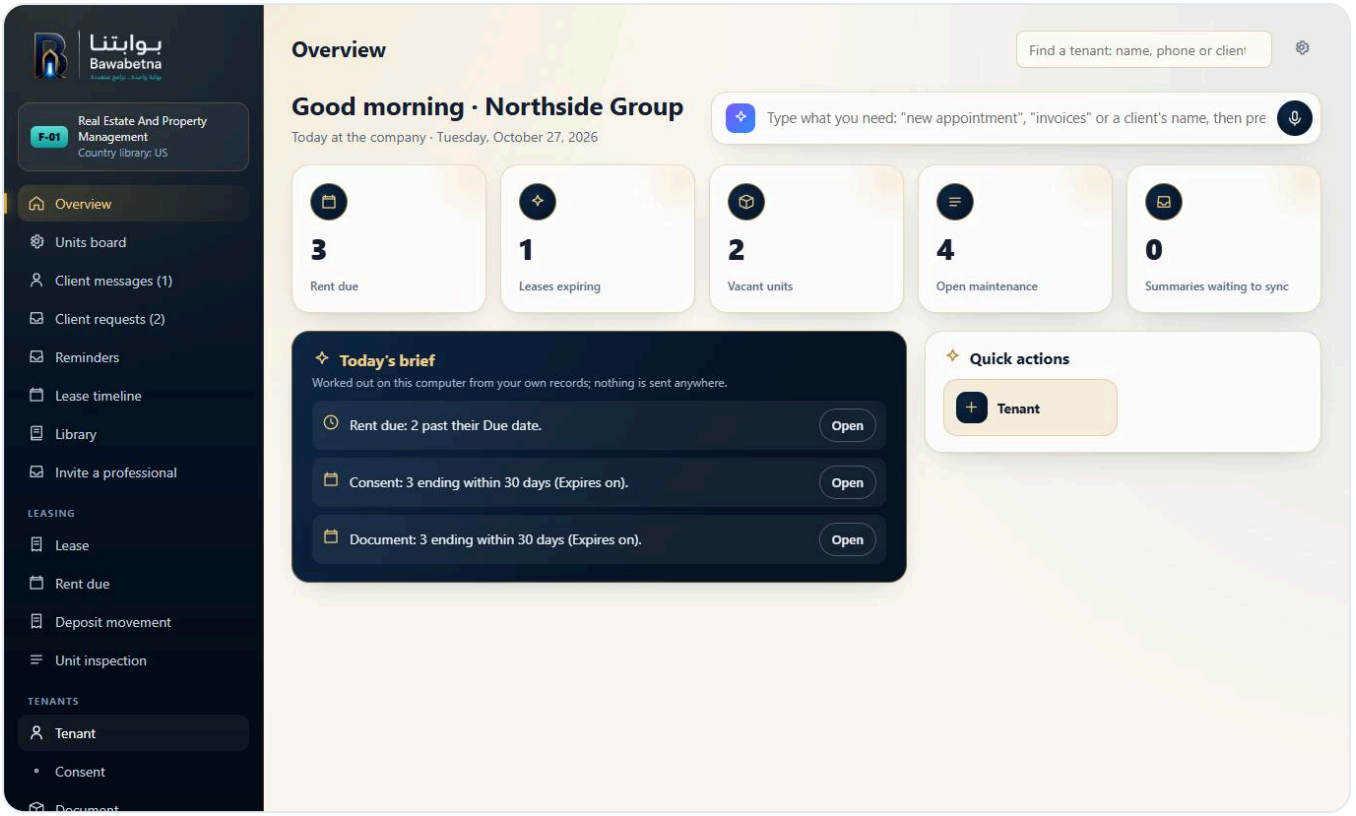
1. **Property company**: Name, License number, Country, Default currency
2. **Branch**: Name, Phone
3. **Property staff**: Full name, Phone

Each person signs in with their own role and sees only the screens of that role:

- Accountant
- Company owner
- Leasing agent
- Maintenance staff
- Manager
- Property manager

The home screen

The home screen shows today's work at a glance: counts, today's schedule, what is waiting and requests from clients. The command bar at the top opens any screen from a short sentence, such as a client's name or "new appointment".

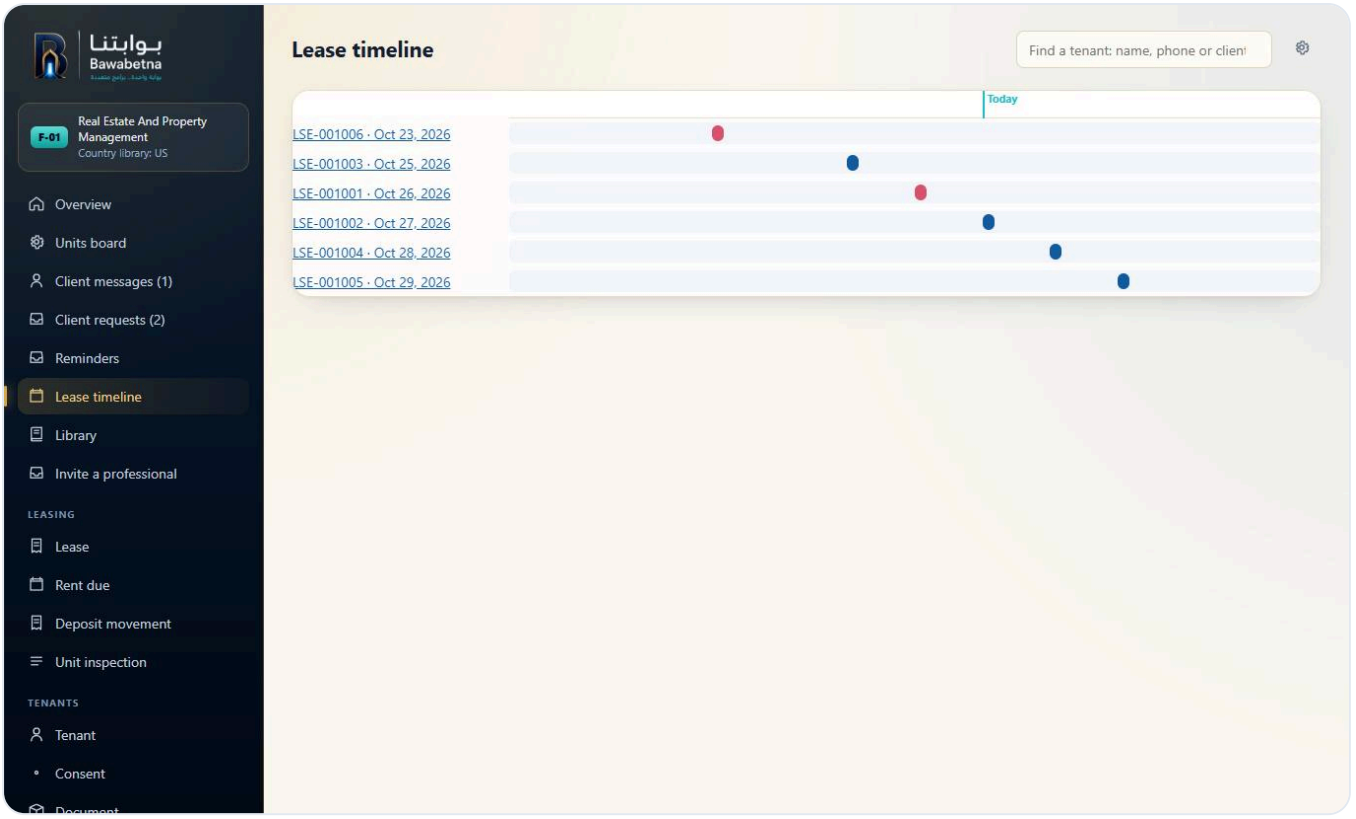


The home screen

Screens and what you record in them

The side menu groups the screens by kind of work. Each screen lists its records: New adds one, a click opens it, and the buttons at the bottom of a record move it to its next stage.

Leasing



Lease

Lease

What you record: Lease number (worked out by the program), Unit (required), Tenant (required), Unit type (worked out by the program), Purpose (required), Start date (required), End date (required), Annual rent (required), Payment frequency (required), Security deposit, Registry contract number, Auto renew, Terms, Late fee grace days, Late fee percent, Files, Status (required), Lease months (worked out by the program), Months between payments (worked out by the program), Payments count (worked out by the program), Rent per payment (worked out by the program)

Stages: A new record starts as "Draft".

Active → Ended | Active → Terminated | Active → Renewed | Draft → Active

Rent due

What you record: Lease (required), Period label (required), Payment number, Due date (required), Amount (required), Invoice reference, Status (required), Grace days, Late fee percent, Paid at (worked out by the program), Days late (worked out by the program), Late fee (worked out by the program), Total due (worked out by the program)

Stages: A new record starts as "Pending".

Invoiced → Paid | Pending → Invoiced | Pending → Paid | Pending → Waived

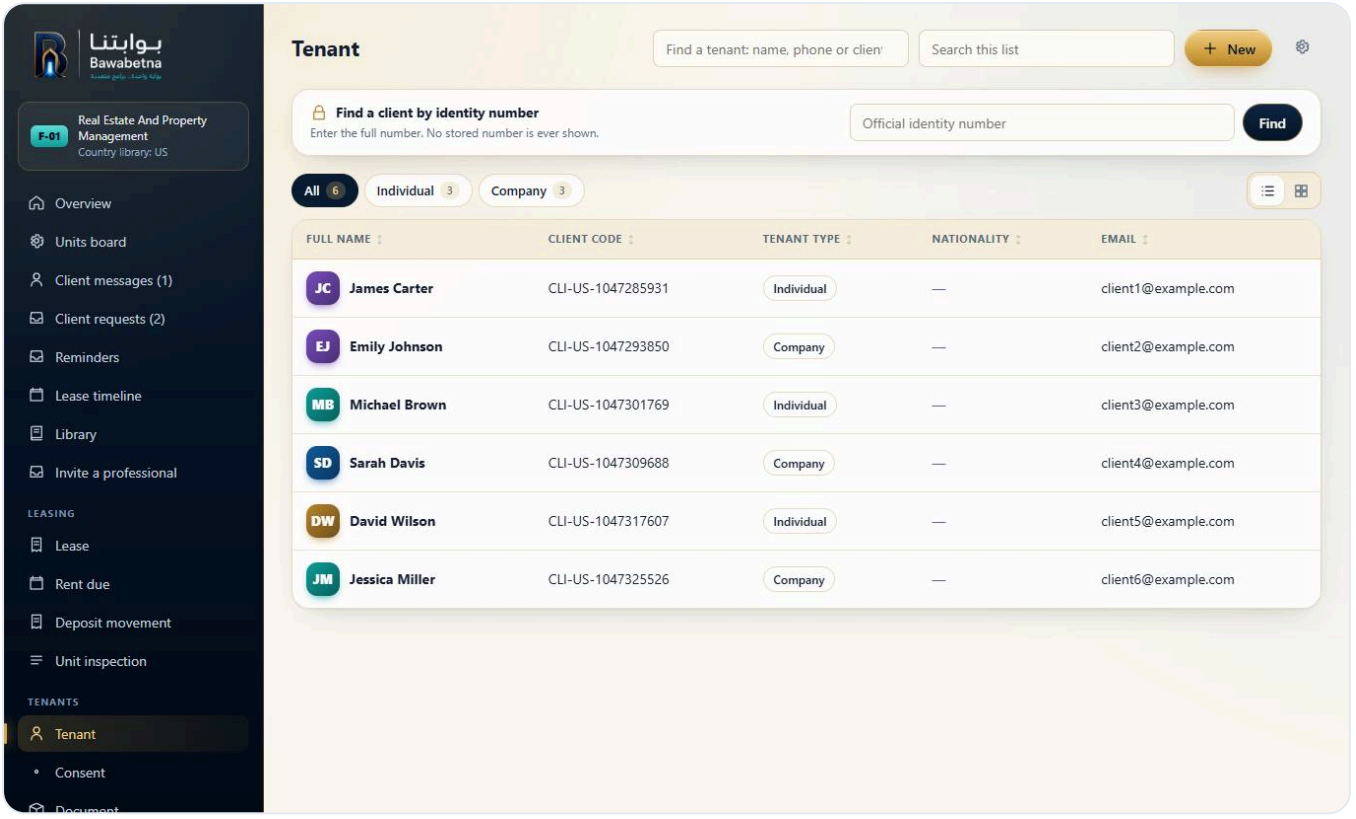
Deposit movement

What you record: Lease (required), Movement (required), Moved on (required), Amount (required), Reason

Unit inspection

What you record: Unit (required), Lease, Inspection type (required), Inspected on (required), Overall condition (required), Meter readings, Damages, Estimated cost, Photos, Tenant signed

Tenants



Tenant

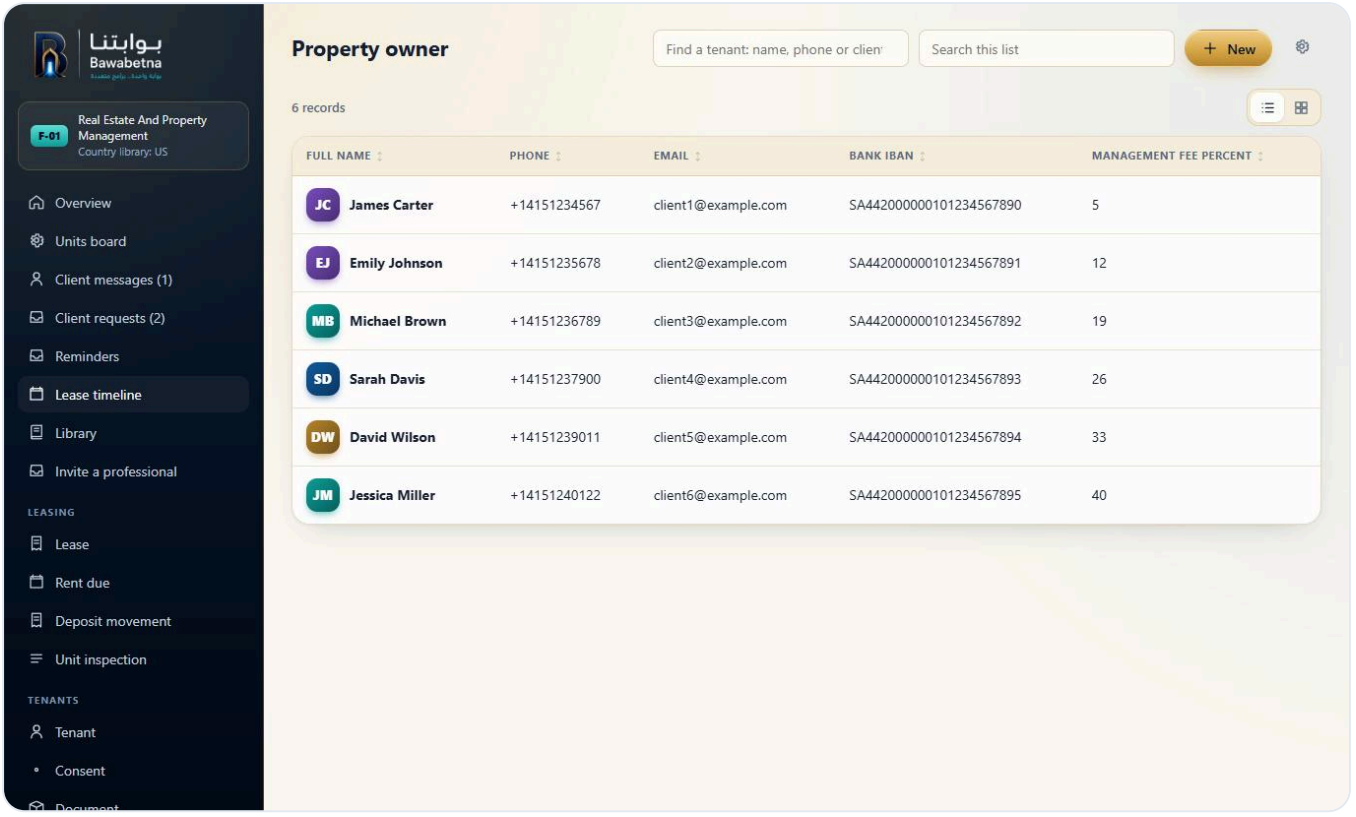
Tenant

What you record: Full name (required), Tenant type (required), Nationality, Email, Employer, Phone, Client code, Ecosystem registration, Identity country, Official identity number (required), Notes

Document

What you record: Tenant (required), Lease, Category (required), Title (required), Reference number, Issued on, Expires on, Files

Properties



Property owner

Property owner

What you record: Full name (required), Phone, Email, Bank iban, Management fee percent, Notes

Property

What you record: Name (required), Property owner (required), Property type (required), City (required), District, Address, Location link, Deed number, Year built, Files

Unit

What you record: Property (required), Unit number (required), Unit type (required), Floor, Area sqm, Rooms, Bathrooms, Furnished, Electricity meter, Water meter, Annual rent, Status (required)

Stages: A new record starts as "Vacant".

Occupied → Vacant | Occupied → Under maintenance | Reserved → Occupied | Reserved → Vacant | Under maintenance → Vacant | Under maintenance → Occupied | Vacant → Reserved | Vacant → Occupied | Vacant → Under maintenance

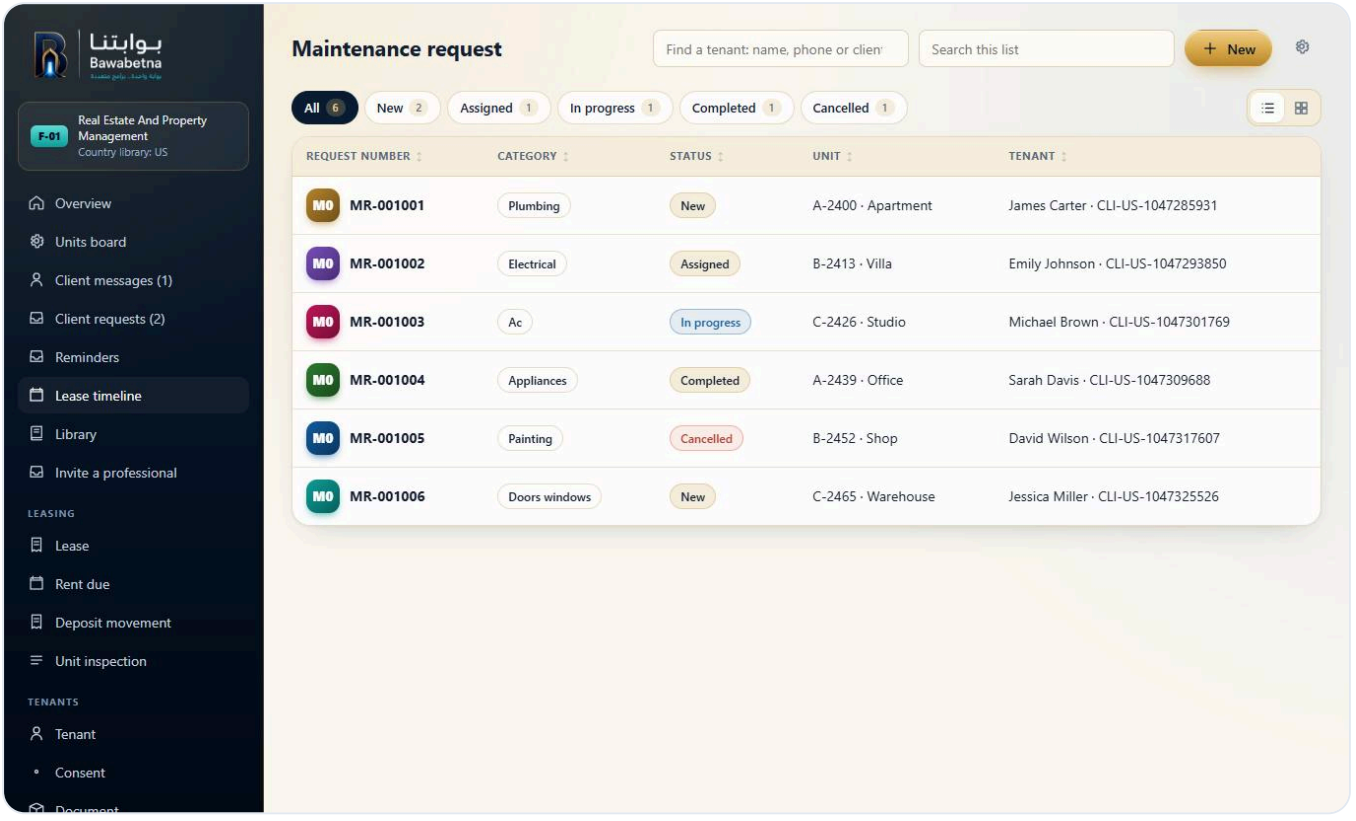
Owner statement

What you record: Property owner (required), Period (required), Rent collected (required), Expenses, Management fee (required), Net to owner (worked out by the program), Transfer reference, Status (required)

Stages: A new record starts as "Draft".

Approved → Paid | Approved → Draft | Draft → Approved

O&M



Maintenance request

Maintenance request

What you record: Request number (worked out by the program), Unit (required), Tenant, Reported on (required), Category (required), Priority, Description (required), Vendor, Property staff, Scheduled on, Cost, Charged to, Photos, Status (required)

Stages: A new record starts as "New".

Assigned → In progress | In progress → Completed | New → Assigned | New → Cancelled

Billing

Invoice

What you record: Invoice number (worked out by the program), Tenant (required), Lease, Currency (required), Issued at (worked out by the program), Subtotal (worked out by the program), Tax total (worked out by the program), Total (worked out by the program), Paid (worked out by the program), Refunded (worked out by the program), Net paid (worked out by the program), Balance (worked out by the program), Status (required), E invoice reference, Notes

Stages: A new record starts as "Draft".

Draft → Issued | Draft → Voided | Issued → Voided | Refunded → Reconciled | Settled → Reconciled

Invoice line

What you record: Invoice (required), Description (required), Quantity (required), Unit price (required), Discount, Vat rate (required), Line net (worked out by the program), Line tax (worked out by the program), Line total (worked out by the program)

Payment

What you record: Receipt number (worked out by the program), Invoice (required), Amount (required), Method (required), Transaction reference, Paid at (worked out by the program)

Refund

What you record: Refund number (worked out by the program), Payment (required), Invoice (worked out by the program), Amount (required), Reason (required), Refunded at (worked out by the program)

Setup

Property company

What you record: Name (required), License number, Country (required), Tax number, Default currency, Whatsapp enabled, Online meeting link, Payment link, Review link, Ai assistant enabled, Ai model, Ai endpoint

Branch

What you record: Property company (required), Name (required), Address, Phone

Property staff

What you record: Branch (required), Full name (required), License number, Phone, Job, Active

Reports

Reports are worked out on your computer from your records. Choose a period, see the chart and the table, then print or export them. The reports of this program:

- Units by status
- Units by property
- Rent schedule by status
- Late fees by month
- Maintenance by category
- Revenue by month
- Revenue by service
- Collections by payment method
- Outstanding balances by client
- Receivables aging (days since issue)

Working with your clients

A client with a Bawabetna Client Code can, from the free client app: book an appointment, write to you, send requests and documents, sign documents, see what they owe and pay you directly, tell you they have arrived, ask for an earlier time and see their points. Everything reaches this program with its next sync.

Your data

Your records are kept encrypted on your own computer; only a short summary of each transaction is sent to Bawabetna. Make a backup from Settings; it is encrypted with your recovery key.

Help

Write to info@bawabetna.com or use the contact page at bawabetna.com/contact.