



CAD Prop Management

Property portfolio management: an overview

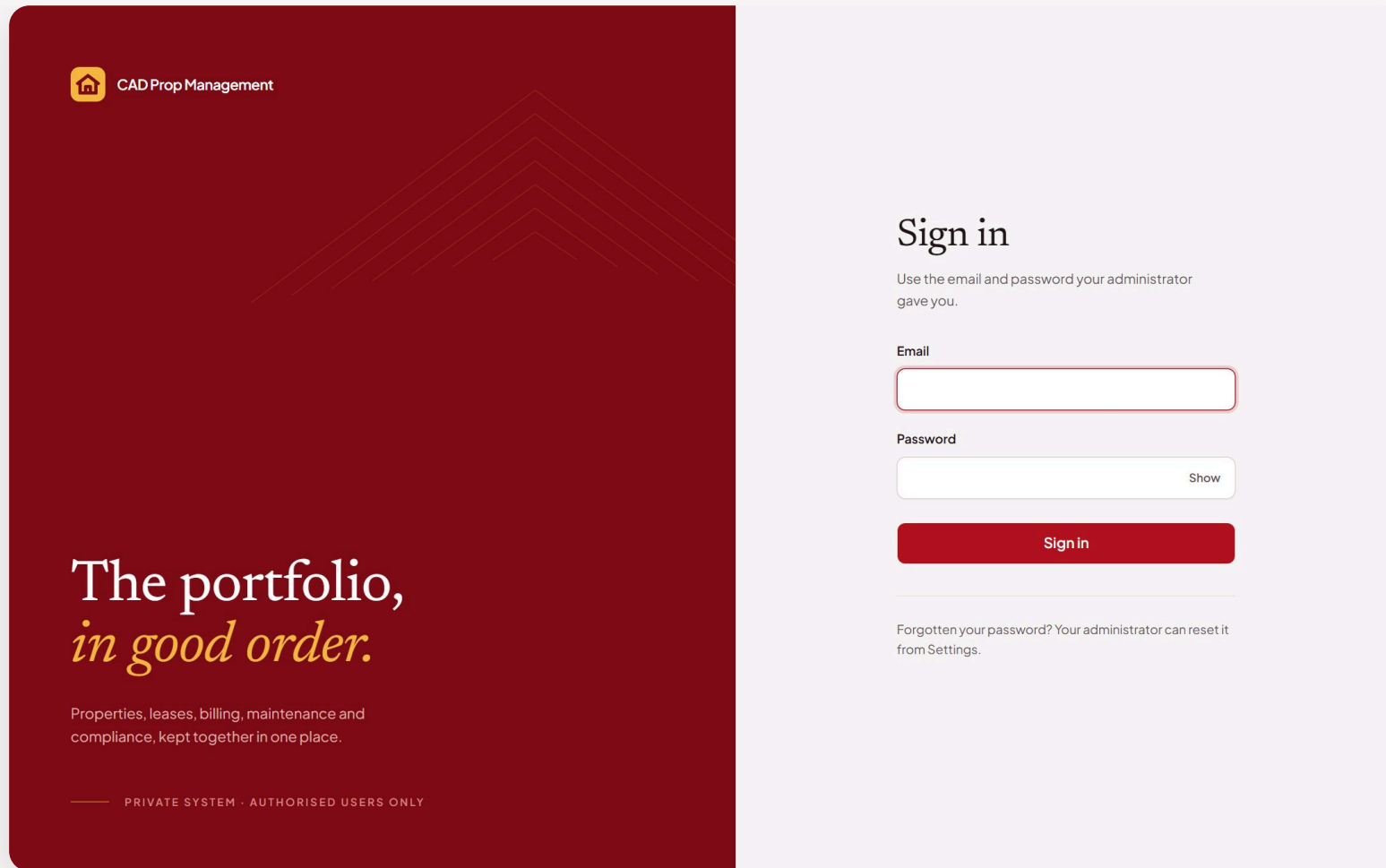
29 October 2026 · Screens shown use fictitious demo data



CAD RETAIL SYSTEMS

01 Sign in

Staff sign in securely. There's no public sign-up: admins add each person, and each role sees what it should. Admins, managers, and read-only access for owners.



The image displays the CADProp Management sign-in interface, which is split into two main sections: a dark red left panel and a light purple right panel.

Left Panel (Dark Red):

- Logo:** CADProp Management, featuring a house icon with a checkmark inside a yellow square.
- Text:** "The portfolio, *in good order.*"
- Subtext:** "Properties, leases, billing, maintenance and compliance, kept together in one place."
- Footer:** "PRIVATE SYSTEM · AUTHORISED USERS ONLY"

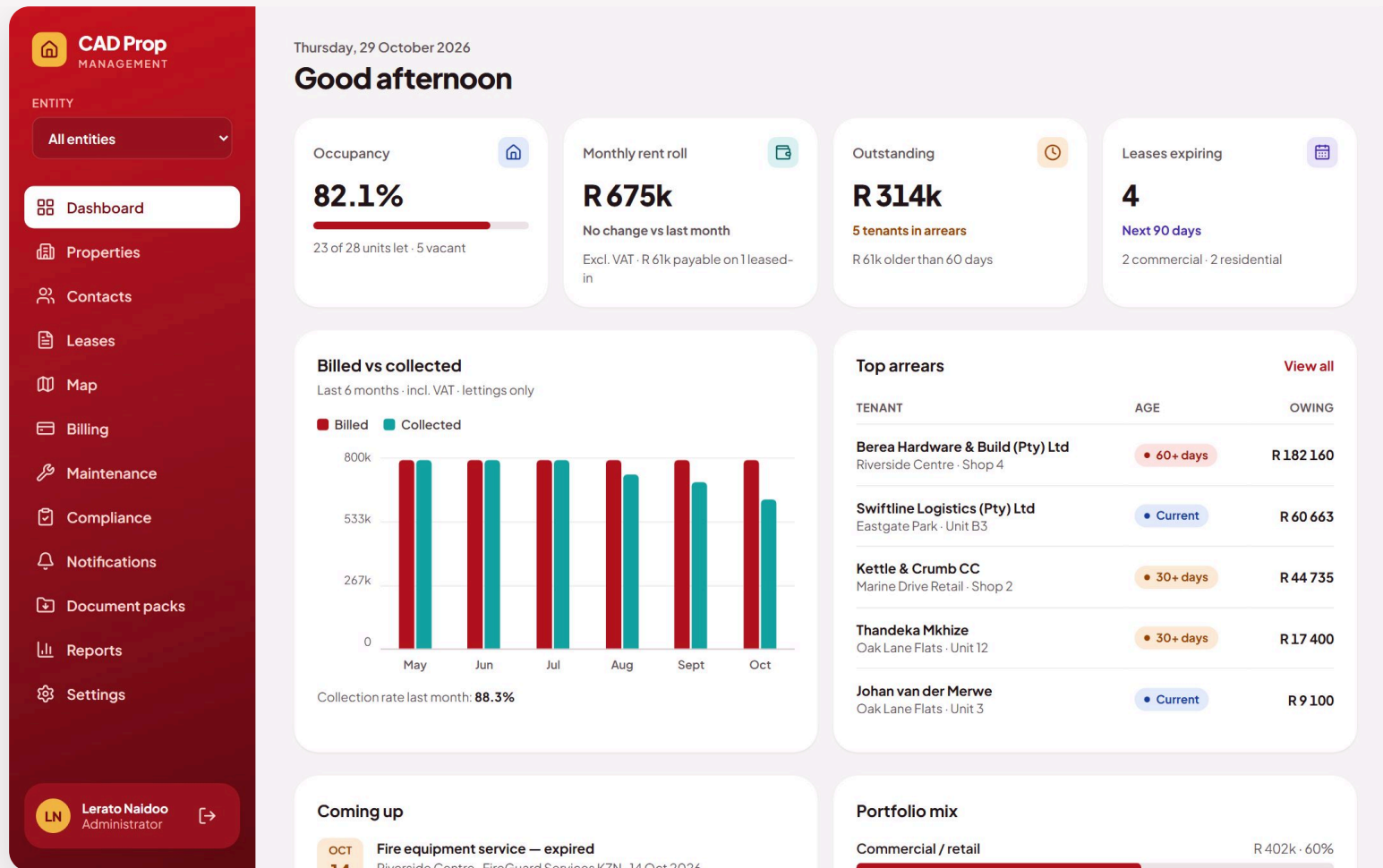
Right Panel (Light Purple):

- Section Header:** "Sign in"
- Instructions:** "Use the email and password your administrator gave you."
- Email Field:** A white input box with a red border.
- Password Field:** A white input box with a red border and a "Show" button.
- Sign in Button:** A red button with the text "Sign in".
- Forgot Password Link:** "Forgotten your password? Your administrator can reset it from Settings."



02 Dashboard

The dashboard is the morning snapshot. Rent roll, occupancy, arrears, what's coming up, and open maintenance, all at a glance.



03 Properties

Every property opens with its photo, units, occupancy, lettable area and rent, with a tab for everything else that belongs to it.

Entities. Hold property across several companies or trusts? Pick one here, and every screen, report and export follows.

Properties + Add property

ENTITY: All entities

Dashboard Properties Contacts Leases Map Billing Maintenance Compliance Notifications Document packs Reports Settings

LN Lerato Naidoo Administrator

Properties

88 Cards Map

Eastgate Park
Pinetown, Durban - Property Trust

Industrial Owned

Units: 5 Occupancy: 60% Outstanding: R 60 663

Harbourview Mall Shop 112
Ballito, Ballito - Retail

Retail Leased In

Units: 1 Rent payable: R 61k Outstanding: —

Marine Drive Retail
Umhlanga, Durban - Holdings

Retail Owned

Units: 3 Occupancy: 67% Outstanding: R 44 735

Oak Lane Flats
Glenwood, Durban - Property Trust

Residential Owned

Units: 12 Occupancy: 92% Outstanding: R 26 500

Properties / Riverside Centre

ENTITY: All entities

Dashboard Properties Contacts Leases Map Billing Maintenance Compliance Notifications Document packs Reports Settings

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Riverside Centre
12 Riverside Road, Durban North, Durban - Owned by Coastline Holdings (Pty) Ltd

Retail Owned

Units: 8 Occupancy: 87.5% Physical area: 4 100 m² Lettable area: 1 603 m² Monthly rent: R 348k

Outstanding: R 182 160

Change photo

Edit Add unit

Units Mandate Accounts Investment Leases Contacts Documents & compliance Certificates Maintenance Reports

All 8 Vacant 1 In arrears 1 Expiring 1 Showing 8 of 8 units

UNIT	SIZE	TENANT	LEASE ENDS	NEXT ESCALATION	RENT / MONTH	STATUS
Shop 1 Commercial - VAT	420 m²	Coastline Retail (Pty) Ltd Group store - related party	31 Mar 2029	01 Apr 2027 - 7%	R 92 400	Let - ownuse
Shop 2 Commercial - VAT	180 m²	MediCare Riverside Pharmacy (Pty) Ltd	30 Jun 2028	01 Jul 2027 - 8%	R 48 600	Let
Shop 3 Commercial - VAT	95 m²	Coastline Retail (Pty) Ltd Group store - related party	31 Mar 2029	01 Apr 2027 - 7%	R 23 750	Let - ownuse
Shop 4 Commercial - VAT	240 m²	Berea Hardware & Build (Pty) Ltd	28 Feb 2027	—	R 52 800	In arrears
Shop 5						



04 Investment

The investment tab tracks what each building cost, its valuations over time, growth and yield, so owners see how it's performing.

The screenshot displays the CAD Prop Management software interface. On the left is a red sidebar with navigation options: Dashboard, Properties (selected), Contacts, Leases, Map, Billing, Maintenance, Compliance, Notifications, Document packs, Reports, and Settings. The main content area shows the 'Properties / Riverside Centre' page. At the top, there's a photo of the building interior and a 'Change photo' button. Below this, the property name 'Riverside Centre' is displayed along with its address '12 Riverside Road, Durban North, Durban' and owner 'Owned by Coastline Holdings (Pty) Ltd'. A summary of key metrics is shown: 8 Units, 87.5% Occupancy, 4 100 m² Physical area, 1 603 m² Lettable area, and Monthly rent of R 348k. An 'Outstanding' amount of R 182 160 is also listed. A horizontal menu below the summary includes tabs for Units, Mandate, Accounts, Investment (selected), Leases, Contacts, Documents & compliance, Certificates, Maintenance, and Ra. The 'Investment summary' section provides purchase information: 'R 38 500 000.00 · bought 30 Jun 2014'. It also shows the latest valuation of R 51 800 000.00 as of 31 Mar 2026, a growth on purchase of +34.5%, and a gross yield of 8.06%. A 'Valuation history' table lists three valuations: 31 Mar 2026 (R 51 800 000.00), 31 Mar 2025 (R 47 200 000.00), and 31 Mar 2024 (R 44 000 000.00). At the bottom, there are buttons to 'Add your own valuation' and 'Request Lightstone valuation'. The user profile 'Lerato Naidoo, Administrator' is visible in the bottom left corner.

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Properties / Riverside Centre

Retail Owned

Riverside Centre
12 Riverside Road, Durban North, Durban · Owned by Coastline Holdings (Pty) Ltd

Units: 8
Occupancy: 87.5%
Physical area: 4 100 m²
Lettable area: 1 603 m²
Monthly rent: R 348k

Outstanding: R 182 160

Change photo

Units Mandate Accounts **Investment** Leases Contacts Documents & compliance Certificates Maintenance Ra

Investment summary

Purchase info
R 38 500 000.00 · bought 30 Jun 2014

Latest valuation: R 51 800 000.00 (31 Mar 2026)
Growth on purchase: +34.5% (R 13 300 000.00)
Gross yield: 8.06% (Rent R 4 173 000.00 / year)

Valuation history

31 Mar 2026	Latest Valuer's report · Mills Fitchet KZ...	R 51 800 000.00	
31 Mar 2025	Own valuation · Directors' valua...	R 47 200 000.00	
31 Mar 2024	Own valuation · Directors' valua...	R 44 000 000.00	

Valuations

Add your own valuation

Request Lightstone valuation



05 Rates

Rates splits the municipal bill across tenants by leased area, so there's no separate spreadsheet to keep.

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LN **Lerato Naidoo**
Administrator →

 [Change photo](#)

Riverside Centre

12 Riverside Road, Durban North, Durban · Owned by Coastline Holdings (Pty) Ltd

Units
8

Occupancy
87.5%

Physical area
4 100 m²

Lettable area
1 603 m²

Monthly rent
R 348k

Outstanding
R 182 160

UnitsMandateAccountsInvestmentLeasesContactsDocuments & complianceCertificatesMaintenanceRates

Each tenant's share of the municipal rates, by leased area. For information and profitability: rates are worked into the rent, not billed separately.

Rates inputs

Annual municipal rates (R)

For the whole property

Months per billing year

Recoverable from tenants %

Save rates inputs

Property summary

Annual rates to allocate	R 186 000.00	Monthly rates	R 15 500.00
Total lettable area <small>Sum of the units, incl. vacant</small>	1 603.00 m ²	Allocated tenant area	1 483.00 m ²
Vacant / unallocated area	120.00 m ²	Tenant allocation per year	R 172 076.11
Landlord share per year <small>Vacant area and the non-recoverable portion</small>	R 13 923.89		

06 Documents

Lease agreements, certificates and photos live with the property, next to a checklist of what's still outstanding.

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Properties / Riverside Centre

 [Change photo](#)

Retail • Owned

Riverside Centre
12 Riverside Road, Durban North, Durban · Owned by Coastline Holdings (Pty) Ltd

Units
8

Occupancy
87.5%

Physical area
4 100 m²

Lettable area
1 603 m²

Monthly rent
R 348k

Outstanding
R 182 160

Edit Add unit

UnitsMandateAccountsInvestmentLeasesContactsDocuments & complianceCertificatesMaintenanceRa

Documents

Building insurance.pdfInsurance59 KB · 29 Oct 2026 · Lerato Naidoo · Expires 12 Apr 2027

Fire equipment service.pdfCertificate60 KB · 29 Oct 2026 · Lerato Naidoo · Expired 14 Oct 2026

Riverside Centre Mall.jpgPhoto314 KB · 29 Oct 2026 · Lerato Naidoo

Riverside Centre.jpgPhoto801 KB · 29 Oct 2026 · Lerato Naidoo

Compliance checks

0 of 4 complete. Upload documents with the right type and checks tick themselves.

FICA documentationOutstandingNeeds: Copy of ID, Proof of AddressMark doneSkip

Signed mandateOutstandingNeeds: Signed MandateMark doneSkip

Condition disclosureOutstandingNeeds: Condition Disclosure



07 Map

The map puts the whole portfolio in view. Search, zoom, and open any property from the list or its pin.

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Map

 Reset view

5 on the map

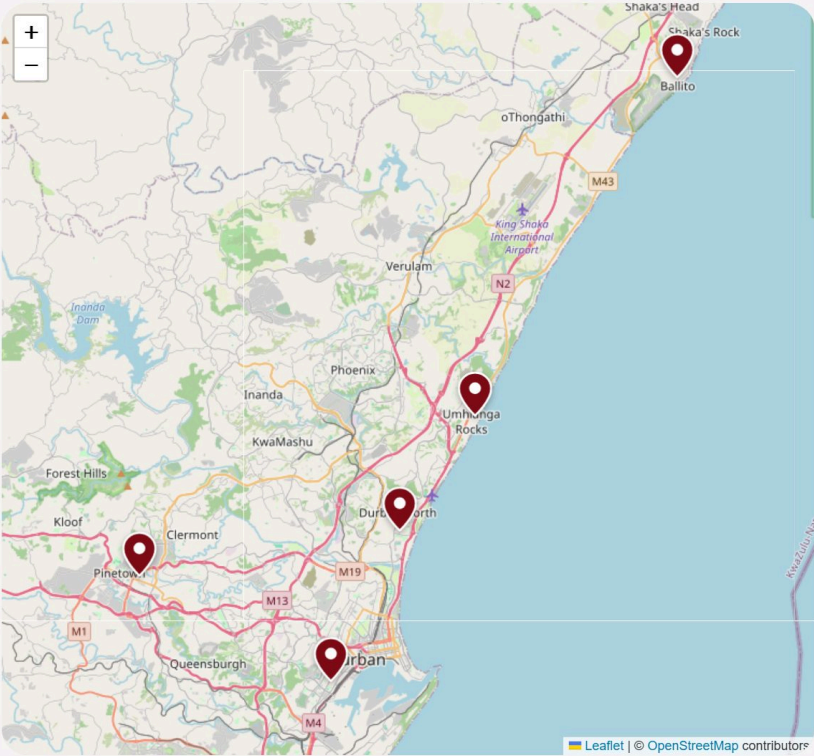
Eastgate Park
Pinetown, Durban

Harbourview Mall Shop 112
Ballito, Ballito

Marine Drive Retail
Umhlanga, Durban

Oak Lane Flats
Glenwood, Durban

Riverside Centre
Durban North, Durban



Leaflet | © OpenStreetMap contributors



08 Mandates

Oak Lane Flats is run by a letting agent. Its mandate records the agents, their commission, and the deposit defaults for new leases.

The screenshot displays the CAD Prop Management web application. On the left is a dark red sidebar with the logo and a menu of options: Dashboard, Properties (highlighted), Contacts, Leases, Map, Billing, Maintenance, Compliance, Notifications, Document packs, Reports, and Settings. At the bottom of the sidebar is a user profile for Lerato Naidoo, Administrator. The main content area is titled 'Properties / Oak Lane Flats'. It features a property card for 'Oak Lane Flats' at 45 Oak Lane, Glenwood, Durban, owned by Coastline Property Trust. The card includes a photo, a 'Change photo' button, and key metrics: 12 Units, 91.7% Occupancy, Physical area (—), Lettable area (—), and Monthly rent of R 102k. An 'Outstanding' amount of R 26 500 is also shown. Below the property card is a horizontal tab bar with options: Units, Mandate (selected), Accounts, Investment, Leases, Contacts, Documents & compliance, Certificates, Maintenance, and Ra. The 'Mandate' tab is active, showing a form with the following fields: 'Mandate terms' section with 'Mandate type *' (Managed) and 'Commission type' (Percentage); 'Commission %' (7.50) and 'Start date' (2021/02/01) with a 'Cancel mandate' link; and 'Additional settings' section with 'Financial year end' (February) and 'Damage deposit factor' (1.00). A note at the bottom states: 'New leases' damage deposit = this x the monthly rent'.

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Properties / Oak Lane Flats

Oak Lane Flats
45 Oak Lane, Glenwood, Durban · Owned by Coastline Property Trust

Residential Owned

Edit Add unit

Units: 12, Occupancy: 91.7%, Physical area: —, Lettable area: —, Monthly rent: R 102k

Outstanding: R 26 500

Change photo

Units Mandate Accounts Investment Leases Contacts Documents & compliance Certificates Maintenance Ra

Mandate

Mandate terms

Mandate type *
Managed

Commission type
Percentage

Commission %
7.50

Start date
2021/02/01

Cancel mandate

Additional settings

Financial year end
February

Damage deposit factor
1.00

New leases' damage deposit = this x the monthly rent



09 Contacts

Contacts is the directory for everyone you deal with: tenants, landlords, contractors, attorneys and insurers. Filter by category, and a contractor's page lists their jobs.

CAD Prop MANAGEMENT

ENTITY: All entities

Search name, contact, email, phone... All categories

All Tenants Past tenants Landlords Group businesses In arrears

Aysha Khan
aysha@mail.example - 083 553 2133
• Tenant - 1 lease

Berea Hardware R182,160
Berea Hardware & Build (Pty) Ltd
Ravi Pillay - accounts@bereahardware.example - 031 207 4410
• Tenant - 1 lease • In arrears

Chantelle Adams
chantelle@mail.example - 085 555 2155
• Tenant - 1 lease

City Rates & Utilities: rates & water
City Rates & Utilities
accounts@cityutilities.example - 031 311 1111
• Municipality / utility

ClearView Optometrists
ClearView Optometrists Inc
Dr Megan Reddy - riverside@clearview.example - 031 563 4411
• Tenant - 1 lease

Coastal Roofing
Coastal Roofing & Waterproofing
Gareth Williams - quotes@coastalroofing.example - 031 702 3345
• Contractor • 1 job

ConnectZone
ConnectZone Cellular (Pty) Ltd
Ayanda Mthembu - riverside@connectzone.example - 031 563 9090
• Tenant - 1 lease

Threadline Fashion
Coastline Retail (Pty) Ltd
Priya Govender - stores@threadline.example - 031 584 2200
• Group - Retail • Tenant - 3 leases

Daniel Peters
daniel@mail.example - 082 552 2122
• Tenant - 1 lease

Diamini Plumbing
Diamini Plumbing CC
Mandla Diamini - jobs@diaminiplumbing.example - 031 465 2210

+ Add contact

CAD Prop MANAGEMENT

Contacts / Coastal Roofing

ENTITY: All entities

Coastal Roofing
quotes@coastalroofing.example 031 702 3345
Edit New lease

Contractor

Details
Legal name: Coastal Roofing & Waterproofing
Contact person: Gareth Williams
Roofing

Documents
No documents yet.
Choose Files No file chosen

Category: -

Expires (optional): yyyy/mm/dd Upload

Maintenance jobs
Roof leak above shop
Riverside Centre - Shop 8 - 27 Oct 2026
Assigned



10 Leases

Leases run both ways: space you let out, and premises you rent in. Each one carries its terms, CPA status, rent per square metre and deposits.

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Leases

Leases you let out and premises the group rents in.

+ New lease

Search tenant, landlord, property, reference

Current Let out Leased in Expiring ≤ 90 days In arrears Drafts Ended All

23 leases

TENANT / LANDLORD	PROPERTY - UNITS	TERM	RENT / MONTH	OWING	STATUS
ClearView Optometrists	Riverside Centre Shop 7	16 Oct 2021 - 01 Nov 2026	R 36 000	—	Active
Threadline Fashion Group - related party	Marine Drive Retail Shop 1	01 Dec 2022 - 30 Nov 2026	R 54 600	—	Active
Thandeka Mkhize	Oak Lane Flats Unit 12	01 Mar 2025 - 31 Dec 2026	R 8 700	R 17 400	Active
Johan van der Merwe	Oak Lane Flats Unit 3	01 Mar 2025 - 31 Dec 2026	R 9 100	R 9 100	Active
Kettle & Crumb Café	Marine Drive Retail Shop 2	01 Feb 2023 - 31 Jan 2027	R 19 450	R 44 735	Active
Chantelle Adams	Oak Lane Flats Unit 6	01 Mar 2025 - 28 Feb 2027	R 9 500	—	Active
Riana Pretorius	Oak Lane Flats Unit 8	01 Mar 2025 - 28 Feb 2027	R 8 700	—	Active
Nomvula Shabalala	Oak Lane Flats Unit 1	01 Mar 2025 - 28 Feb 2027	R 9 500	—	Active
Daniel Datshe	Oak Lane Flats	01 Mar 2025 - 28 Feb 2027	R 9 500	—	Active

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Leases / Berea Hardware

Active Let out

Month to month Terminate Edit Record payment

Berea Hardware

Tenant: Riverside Centre - Shop 4

Rent / month R 52 800

Owing to us R 182 160

Ends 28 Feb 2027

Time left 4 months

Terms

Lease type Fixed term

Legislation category Non CPA (7 days LOD)

Our entity Holdings

Term 01 Mar 2022 - 28 Feb 2027

Rent R 52 800.00 (240.00 m²)

Rate / m² R 220.00

Escalation 8% per year

Renewal escalation —

Rent due Day 1 of each month

VAT 15% VAT Commercial units

Notice period 90 days

Lease fee —

Lease renewal fee —

Damage deposit Bank guarantee - R105 600.00

Key deposit —

Rent schedule

From 01 Mar 2022 Current R 52 800.00

New rent from * Monthly rent *

yyyy/mm/dd Add

11 Billing

Each month a billing run raises rent and recoveries, with VAT only where it applies. Payments allocate themselves, and arrears show who owes what.

Escalations. Escalations, extra charges and mid-term increases rebuild the rent schedule for you, and the statement shows every charge and payment, to the cent.

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Billing

Charges, payments and arrears. Invoices are issued from Pastel Evolution.

ArrearsChargesPaymentsBilling runExport to Evolution

Owed to us

We owe (leased in)

Total owed to us

R 314 058

5 leases

0-30 days

R 161 550

31-60 days

R 91 788

61-90 days

R 60 720

90+ days

R 0

TENANT	0-30 DAYS	31-60 DAYS	61-90 DAYS	90+ DAYS	TOTAL	LAST PAID
Berea Hardware Riverside Centre - Shop 4	R 60 720	R 60 720	R 60 720	—	R 182 160	01 Jul 2026
Swiftline Eastgate Park - Unit B3	R 60 663	—	—	—	R 60 663	01 Sept 2026
Kettle & Crumb Café Marine Drive Retail - Shop 2	R 22 368	R 22 368	—	—	R 44 735	01 Aug 2026
Thandeka Mkhize Oak Lane Flats - Unit 12	R 8 700	R 8 700	—	—	R 17 400	01 Aug 2026
Johan van der Merwe Oak Lane Flats - Unit 3	R 9 100	—	—	—	R 9 100	01 Sept 2026

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LN Lerato Naidoo
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Billing

Charges, payments and arrears. Invoices are issued from Pastel Evolution.

ArrearsChargesPaymentsBilling runExport to Evolution

Month

November 2026

Create 28 charges

Raises rent and extra charges for every active lease in November 2026 for all entities. First and last months are pro-rated. Running a month twice only adds what is missing. Any unallocated payments are applied automatically.

New lines

28

Already billed

0

To collect

R 742 768

To pay (leased in)

R 81 650

LEASE	LINE	EXCL. VAT	INCL. VAT	STATUS
Swiftline Eastgate Park - Unit A1, Unit A2	Rent November 2026	R 98 400	R 113 160	New
Swiftline Eastgate Park - Unit B3	Rent November 2026	R 52 750	R 60 663	New
Harbourview Mall Properties (Pty) Ltd Harbourview Mall Shop 112 - Shop 112	Rent November 2026	R 61 200	R 70 380	New Payable
Harbourview Mall Properties (Pty) Ltd Harbourview Mall Shop 112 - Shop 112	Operating costs November 2026	R 9 800	R 11 270	New Payable
Kettle & Crumb Café Marine Drive Retail - Shop 2	Rent November 2026	R 19 450	R 22 368	New
Threadline Fashion Marine Drive Retail - Shop 1	Rent November 2026	R 54 600	R 62 790	New
Avesha Khan				



12 Accounting

Sage Pastel Evolution stays the accounting system. The month's charges export in a format that's ready to import.

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→

Billing

Charges, payments and arrears. Invoices are issued from Pastel Evolution.

ArrearsChargesPaymentsBilling run**Export to Evolution**

Month

October 2026 ▾

Download one CSV per entity and import it into that company in Pastel Evolution as customer transactions. The column layout is a starting point — confirm it against your accountant's Evolution import template.

⚠ 19 active tenants have no Evolution account code. 7 charge types have no GL account. Add these in Tenants and Settings so the import maps cleanly.

Holdings

Evolution company: HOLD

Lines - October 2026
13

Total incl. VAT
R 507 265

13 lines not yet exported.

Download CSV

Download & mark exported

Property Trust

Evolution company: TRST

Lines - October 2026
13

Total incl. VAT
R 275 523

13 lines not yet exported.

Download CSV

Download & mark exported

Retail

Evolution company: RETL

Lines - October 2026
0

Total incl. VAT
R 0

Nothing billed for this month.



13 Maintenance

Maintenance jobs run from the first report to sign-off, with the contractor, quotes, costs and paperwork attached.

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Maintenance

Log repairs, assign contractors and track quotes and costs.

+ Log Job

Open Urgent & high No contractor Done All

Roof leak above shop

Riverside Centre - Shop 8 - reported 27 Oct 2026

Assigned Urgent Coastal Roofing

Geyser replacement

Oak Lane Flats - Unit 6 - reported 23 Oct 2026

Quoted High Diamini Plumbing R14 850

Gate motor fault

Eastgate Park - reported 28 Oct 2026

New Normal No contractor

Paint common area stairwell

Oak Lane Flats - reported 09 Oct 2026

Approved Low No contractor R22 400

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Maintenance / Geyser replacement

Quoted High priority

Approve quote Cancel Job Edit

Geyser replacement

Oak Lane Flats - Unit 6

150L geyser burst. Insurance claim possible.

Contractor & cost

Contractor

Diamini Plumbing

Call

Reported

23 Oct 2026

Target date

—

Completed

—

Quote

R14 850

Final cost

—

Photos & paperwork

Quotation - Diamini Plumbing.pdf

Invoice / quote

63 KB 29 Oct 2026 - Lerato Naidoo

Choose Files

No file chosen

Category

Expires (optional)

yyyy/mm/dd

Upload



14 Compliance

Certificates of compliance, inspections and insurance are tracked with their expiry dates, so nothing lapses unnoticed.

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Compliance

Certificates, insurance and statutory deadlines, so nothing lapses unnoticed.

All

Needs attention

Expired
1

Due soon
2

Valid
3

**Fire equipment service**
Riverside Centre · FireGuard Services KZN · expires 14 Oct 2026
• Expired 15 days ago

**Electric fence certificate**
Eastgate Park · Shield Perimeter Security · expires 13 Dec 2026
• Due in 45 days

**Lift inspection**
Marine Drive Retail · Ascent Lift Engineering · expires 21 Jul 2027
• Valid

**Electrical CoC**
Oak Lane Flats · Sparkwise Electrical · expires 17 Nov 2026
• Due in 19 days

**Building insurance**
Riverside Centre · Indlovu Commercial Insurance · expires 12 Apr 2027
• Valid

**Gas CoC**
Oak Lane Flats · Coastal Gas Installations · expires 08 Sept 2028
• Valid



15 Notifications

Tenants get SMS reminders and notices from ready-made templates, sent by hand or by a daily run, with a log of everything that went out.

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Notifications

SMS notices, reminders and warnings to tenants.

MessagesDue todaySendTemplates

AllSentFailed (1)

5 sent in the last 30 days

WHEN	TO	MESSAGE	STATUS
28 Oct, 09:33 Daily run	ClearView Optometrists +27 82 559 1157	Reminder Rent reminder Hi ClearView Optometrists, a friendly reminder that your October rent of R36 000 is due on the 1st. Coastline Property Group, 031 584 2000.	Sent
28 Oct, 09:30 Daily run	Ayesha Khan +27 31 565 0000	Reminder Rent reminder Hi Ayesha Khan, a friendly reminder that your October rent of R8 700 is due on the 1st. Coastline Property Group, 031 584 2000.	Sent
27 Oct, 09:34 Daily run	ConnectZone +27 31 563 9090	Reminder Rent reminder Hi ConnectZone, a friendly reminder that your October rent of R22 900 is due on the 1st. Coastline Property Group, 031 584 2000.	Failed Number is not a mobile number Retry
27 Oct, 09:31 Daily run	Berea Hardware +27 83 556 3719	Reminder Rent reminder Hi Beria Hardware, a friendly reminder that your October rent of R52 800 is due on the 1st. Coastline Property Group, 031 584 2000.	Sent
26 Oct, 09:35 Daily run	Daniel Peters +27 84 561 8595	Reminder Rent reminder Hi Daniel Peters, a friendly reminder that your October rent of R9 900 is due on the 1st. Coastline Property Group, 031 584 2000.	Sent
26 Oct, 09:32 Daily run	Chantelle Adams +27 84 557 7438	Reminder Rent reminder Hi Chantelle Adams, a friendly reminder that your October rent of R9 500 is due on the 1st. Coastline Property Group, 031 584 2000.	Sent

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LN Lerato Naidoo
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Notifications

SMS notices, reminders and warnings to tenants.

MessagesDue todaySendTemplates

+ New template

Building notice **Issue** **On**

Sent by hand
Hi {{property}}: {{note}} {{company}}

Lease ending **Notice** **Off**

90 days before a lease ends
Hi {{contact}}, your lease for {{units}}. {{property}} ends on {{lease_end}}.
Please contact us on {{company_phone}} about renewing. {{company}}

Month-end balance **Notice** **On**

Every month on the last day, tenants owing only
Hi {{contact}}, your account for {{units}}. {{property}} shows {{balance}}
owing at the end of {{month}}. Queries: {{company_phone}}.

Overdue account **Warning** **On**

When the oldest charge is 7 days overdue, monthly
Hi {{contact}}, your account for {{units}}. {{property}} is {{overdue_days}}
days overdue with {{balance}} outstanding. Please pay or call
{{company_phone}}. {{company}}

Rent escalation **Notice** **Off**

30 days before a rent escalation
Hi {{contact}}, as per your lease, rent for {{units}}. {{property}} changes to
{{new_rent}} (excl. VAT) from {{escalation_date}}. {{company}}

Rent reminder **Reminder** **On**

Every month on day 25
Hi {{contact}}, a reminder that rent of {{rent}} (excl. VAT) for {{units}}.
{{property}} is due on the {{due_day}}. Thank you. {{company}}



16 Document packs

Document packs keep the standard blank forms together. Download a single form, or the whole pack at once.

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Document packs
Blank forms ready to hand out: download a whole pack for a new tenant, or just the form you need.

New commercial tenant
Everything a new shop or office tenant fills in before the lease is signed.
5 forms
[Download all](#)

- Credit check consent.pdf
- Debit order mandate.pdf
- FICA checklist.pdf
- Lease application (commercial).pdf
- Suretyship.pdf

New residential tenant
Application and move-in forms for flats.
4 forms
[Download all](#)

- Credit check consent.pdf
- House rules.pdf
- Ingoing inspection form.pdf
- Rental application.pdf

Lease end
3 forms
[Download all](#)

- Deposit refund request.pdf
- Notice to vacate.pdf
- Outgoing inspection form.pdf

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Document packs / New commercial tenant

New commercial tenant
Everything a new shop or office tenant fills in before the lease is signed.
[Download all \(.zip\)](#) [Edit](#) [Delete pack](#)

Forms in this pack

- Credit check consent.pdf
51 KB · 29 Oct 2026 · Lerato Naidoo
- Debit order mandate.pdf
49 KB · 29 Oct 2026 · Lerato Naidoo
- FICA checklist.pdf
53 KB · 29 Oct 2026 · Lerato Naidoo
- Lease application (commercial).pdf
53 KB · 29 Oct 2026 · Lerato Naidoo
- Suretyship.pdf
50 KB · 29 Oct 2026 · Lerato Naidoo

[Choose Files](#) No file chosen

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17 Reports

Reports cover income, lease expiries, vacancies, arrears and maintenance spend, and every one exports to a spreadsheet.

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Reports

Portfolio performance for the selected entity. Arrears ageing is under Billing.

Arrears CSV

Income by property

Lease expiries

Vacancies

Maintenance spend

Income by property

Owned and managed properties. Billing excl. VAT; collections incl. VAT; last 12 months.

CSV

PROPERTY	OCCUPANCY	RENT / MP	RENT ROLL / MONTH	BILLED 12M	COLLECTED 12M	OUTSTANDING	MAINTENANCE 12M
Riverside Centre Retail	88% (7/8)	R 217	R 347 750	R 2 202 300	R 2 350 485	R 182 160	—
Eastgate Park Industrial	60% (3/5)	R 24	R 151 150	R 906 900	R 982 273	R 60 663	—
Oak Lane Flats Residential	92% (11/12)	—	R 101 700	R 610 200	R 583 700	R 26 500	R 37 250
Marine Drive Retail Retail	67% (2/3)	R 151	R 74 050	R 444 300	R 466 210	R 44 735	R 2 980
Total			R 674 650	R 4 163 700	R 4 382 668	R 314 058	R 40 230

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Reports

Portfolio performance for the selected entity. Arrears ageing is under Billing.

Arrears CSV

Income by property

Lease expiries

Vacancies

Maintenance spend

Rent expiring by quarter

Monthly rent on leases ending in each quarter. Plan renewals for the tall bars first.

CSV

Q4 2026	<div></div>	R 108k · 4
Q1 2027	<div></div>	R 156k · 11
Q2 2027	<div></div>	R 23k · 1
Q3 2027	<div></div>	R 53k · 1
Q4 2027	<div></div>	R 0 · 0
Q1 2028	<div></div>	R 0 · 0
Q2 2028	<div></div>	R 49k · 1
Q3 2028	<div></div>	R 0 · 0

Ending in the next 12 months

ClearView Optometrists Riverside Centre - Shop 7	01 Nov 2026 R 36 000 / month
Threadline Fashion Marine Drive Retail - Shop 1	30 Nov 2026 R 54 600 / month
Johan van der Merwe Oak Lane Flats - Unit 3	31 Dec 2026 R 9 100 / month
Thandeka Mkhize	31 Dec 2026



18 Settings

Admins set up each entity's branding for statements, and manage users, roles and contact categories. Every change anyone makes is written to the audit log.

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< Entities

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Charge types

Contact categories

Users

SMS provider

Import

Audit log

Holdings

Branding

The logo and colour used on this entity's statements and reports.

No logo yet

COASTLINE HOLDINGS (PTY) LTD

Upload logo

Header colour

PNG, JPG or WebP up to 5 MB. A logo on a transparent background works best. The colour is saved with the details below.

Company information

Make sure the trading name, contact details and address are right. They're printed on statements and reports.

Trading name

Company email

Defaults to the registered name

Save changes

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Latest 200 changes. Every create, edit, payment and export is recorded.

Entities

Charge types

Contact categories

Users

SMS provider

Import

Audit log

WHEN	WHO	WHAT	DETAILS
29 Oct 2026, 08:41	Grant Moodley	Update leases	{"depositHeld":105600.00}
28 Oct 2026, 12:02	Lerato Naidoo	Send notification messages	{"template":"Rent reminder","recipients":5}
28 Oct 2026, 09:10	Lerato Naidoo	Create documents	{"name":"Electrical Coc - Riverside Centre.pdf","category":"certificate"}
27 Oct 2026, 15:30	Lerato Naidoo	Update properties	{"mandateType":"managed","commissionValue":7.50}
27 Oct 2026, 08:55	Grant Moodley	Payment payments	{"amount":41400.00,"tenant":"ClearView Optometrists","reference":"EFT C V-1020"}
26 Oct 2026, 14:48	Grant Moodley	Create lease escalations	{"kind":"percent","value":8.00,"leaseId":"976ac088-8f2e-4e03-9453-4d2d1c364103"}
25 Oct 2026, 10:22	Lerato Naidoo	Create property valuations	{"amount":51800000.00,"source":"value","propertyId":"5b1394d1-bdce-4d70-9b86-2845742ba2f8"}
24 Oct 2026, 11:05	Grant Moodley	Update maintenance jobs	{"status":"quoted","quoteAmount":14950.00}
24 Oct 2026, 09:40	Grant Moodley	Payment payments	{"amount":71300.00,"tenant":"Fresh Fields","reference":"EFT FF-0CT"}
23 Oct 2026, 08:12	Lerato Naidoo	Generate charges	{"leases":21,"period":"2026-10","charges":134}



19 On the go

It works on a phone or tablet too, and installs like an app.

