



Xrero Real Estate

Property Sale & Rental Management — User Manual

For property managers, leasing & sales officers and owners

United Arab Emirates edition (AED · 5% VAT)

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Table of Contents

1. Introduction
2. Getting Started — opening Xrero Real Estate
3. The Statistics Dashboard
4. Projects & Sub Projects
 - 4.1 Projects · 4.2 Sub Projects · 4.3 Bulk-create units
5. Regions & Properties (Units)
 - 5.1 Regions · 5.2 The property record · 5.3 Property lifecycle
6. Leads (enquiries)
7. Renting — Lease Contracts & Rent Invoices
 - 7.1 Create a contract · 7.2 Activate · 7.3 Invoicing · 7.4 Extend / Close
8. Selling — Sale Contracts & Sale Invoices
 - 8.1 Book a sale · 8.2 Confirm sale · 8.3 Invoices & refund
9. Customers
10. Vendors — Landlords & Brokers
11. Maintenance
12. Reports
13. Configuration
14. The Public Property Website
15. Glossary
16. FAQ & Troubleshooting

Every screen in this manual reproduces the live Xrero Real Estate module. All names, prices and figures shown are demonstration data.

1. Introduction

Xrero Real Estate is where you manage your whole property business in one place: your **projects** and **buildings**, every **unit** you rent or sell, your **lease contracts** and **rent collection**, your **property sales**, **maintenance** jobs, and the **landlords, brokers and customers** you work with. Every invoice it raises flows straight into your Xrero accounts.

This manual is written for the people who use it every day: the **property / leasing manager** who lists units and signs tenants, the **sales officer** who books and sells units, the **accounts officer** who collects rent and sale instalments, and the **owner** who wants the headline numbers. No prior knowledge is assumed — every screen is shown and every field explained.

Good to know

All amounts are in **AED** and standard **5% UAE VAT** can be applied to rent, sale and maintenance invoices. The module is fully connected to Xrero Accounting, so every rent receipt, sale instalment and maintenance bill posts to your books automatically.

What you can do

Area	What it covers
Inventory	Regions, Projects, Sub Projects and the individual Properties (units) you rent or sell.
Renting	Lease contracts, automatic or manual rent instalments, deposits, broker commission and recurring rent invoices.
Selling	Bookings, confirmed sales, instalment plans and sale invoices.
People	Customers (tenants & buyers), Landlords (owners) and Brokers (with their commission history).
Maintenance	Maintenance requests against a unit, billed back to the landlord.
Insight	A live Statistics dashboard, Excel reports and a public property website for enquiries.

2. Getting Started

Opening the module

- 1 Sign in to Xrero in your web browser.
- 2 Click the **grid icon** (top-left) to open the apps menu, then choose `Xrero Real Estate`.
- 3 The module opens on the **Statistics** dashboard. The bar across the top is your main menu.

The top menu

Every screen is reached from the menu bar at the top of the app:

Menu	What you'll find there
Statistics	The live dashboard — counts, charts and a property map.
Projects	Projects and Sub Projects (your developments and their phases/towers).
Properties	Regions and the Properties (individual units).
Leads	Enquiries and opportunities (the CRM pipeline) for your units.
Renting	Lease Contracts and the Rent Invoices raised against them.
Selling	Sale Contracts and Sale Invoices.
Customers	Your tenants and buyers.
Vendors	Landlords (owners) and Brokers.
Maintenances	Maintenance Requests and their Invoices.
Reports	Property Reports and the Landlord-wise Report (Excel).
Configurations	Contract Durations, Agreement Templates, property settings and types.

Tip — the usual order of work

Set up a **Region** → create a **Project** → add its **Sub Projects** → create the **Properties (units)** → mark them **Available** → for rentals raise a **Lease Contract** and collect **rent invoices**; for sales **book** then **confirm the sale**. Handle **maintenance** and **reports** as you go.

3. The Statistics Dashboard

Menu path: Xrero Real Estate ► **Statistics** (this is also the screen the module opens on).

3.0 What it is

The **Statistics** dashboard is your one-page overview of the whole portfolio. The cards at the top count your inventory and contacts; the sections below break down properties and contracts by status, and a map plots your available units across the UAE. **Every card is clickable** and opens the list behind the number.

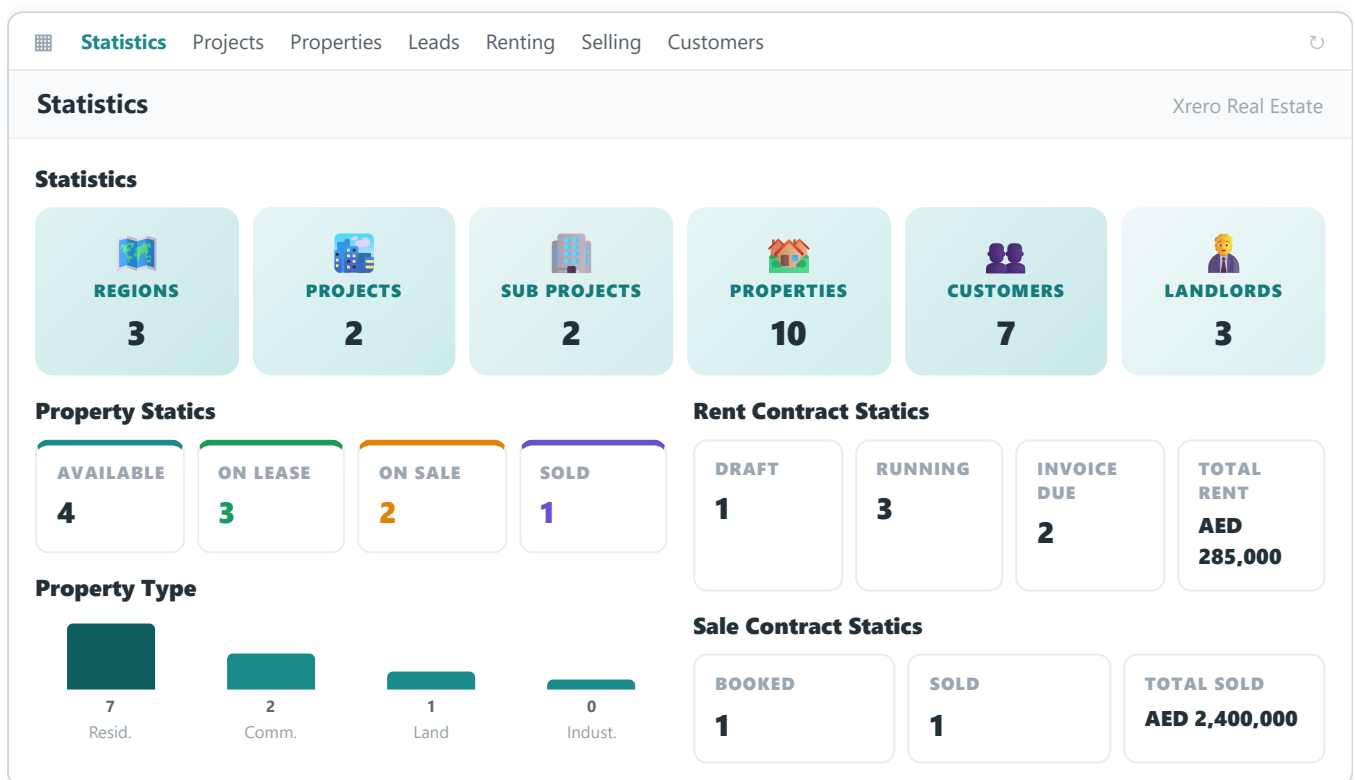


Figure 3.1 — The Statistics dashboard: inventory & contact counts, property & contract status, the property-type chart, and (below) a UAE property map.

3.1 The top counters

The six cards across the top count your **Regions, Projects, Sub Projects, Properties, Customers** and **Landlords**. Click any one to jump straight to that list.

3.2 Status sections

Property Statics splits units into **Available, On Lease, On Sale** and **Sold**. **Rent Contract Statics** and **Sale Contract Statics** count contracts by status (Draft, Running, Booked, Sold...), show **invoices due**, and total your rent and sale value. Donut and bar graphs show invoice paid-vs-due and your top brokers.

3.3 The property map

At the bottom, a map of the UAE plots your **available** properties by location, so you can see where your stock is concentrated.

Tip

The **Invoice Due** cards are the fastest way to find rent or sale instalments that need collecting today.

4. Projects & Sub Projects

Menu path: Xrero Real Estate ▶ Projects

4.0 What they are

A **Project** is a development or building (for example a residential tower). A **Sub Project** is a phase, tower or cluster inside it. You don't have to use sub-projects — small buildings can hold their units directly — but for larger developments they keep things tidy. Both group the individual **Properties (units)** underneath them.

4.1 Creating a Project

- 1 Go to **Projects ▶ Projects** and click **New**.
- 2 Enter the **Name** and a **Code**, then choose **Project For** (**Rent** or **Sale**) and the **Property Type** (Residential / Commercial / Industrial / Land).
- 3 Set the **Region** and address, pick the **Landlord** (owner), and add a project image, brochure and the construction/licence details.
- 4 Use the availability toggles (description, amenities, specifications, images, nearby connectivity) to decide what gets copied down to the units.
- 5 Click **Available** to publish the project. (Use **Draft** to put it back.)

The screenshot shows a web interface for project management. At the top, there are navigation tabs: Statistics, **Projects**, Properties, Leads, Renting, and Selling. Below this, the breadcrumb path is 'Projects ▶ Marina Heights' with a '1 / 2' indicator. There are two main status toggles: 'Available' (active) and 'Draft'. To the right, there are three smaller status buttons: 'Draft', 'Available' (active), and 'Closed'. The project name 'Marina Heights' is followed by a code 'MH-001'. Below this is a table with project details:

Project For	Rent	Sub Projects	2
Property Type	Residential	Units	8
Region	Dubai Marina	Available Units	4
Landlord	Emaar Holdings	Total Value	AED 22,400,000
Total Floors	28	Licence No.	DLD-77310

Figure 4.1 — A Project record. The status flow runs Draft ▶ Available ▶ Closed; smart counters show its sub-projects and units.

4.2 Sub Projects

Open **Projects** ▶ **Sub Projects** to add a phase/tower under a project (for example **Marina Heights — Tower A**). A sub-project carries the same address, type and availability settings as its parent. You can also create one straight from the project using the **Create Sub Project** wizard, which copies the project's details down.

4.3 Bulk-creating units

Rather than adding units one by one, open a Project or Sub Project and use the **Unit Creation** wizard:

- 1 Enter **Total Floors**, **Units per Floor**, a **code prefix** (e.g. `MH-A`) and the **floor to start from**.
- 2 Choose whether to copy amenities, specifications, images and connectivity down to each unit.
- 3 Confirm — the wizard generates all the property units with codes like `MH-A01-01`, ready to price and publish.

Note

A project or sub-project can't be deleted while it still has sub-projects or units attached — clear or close those first.

5. Regions & Properties (Units)

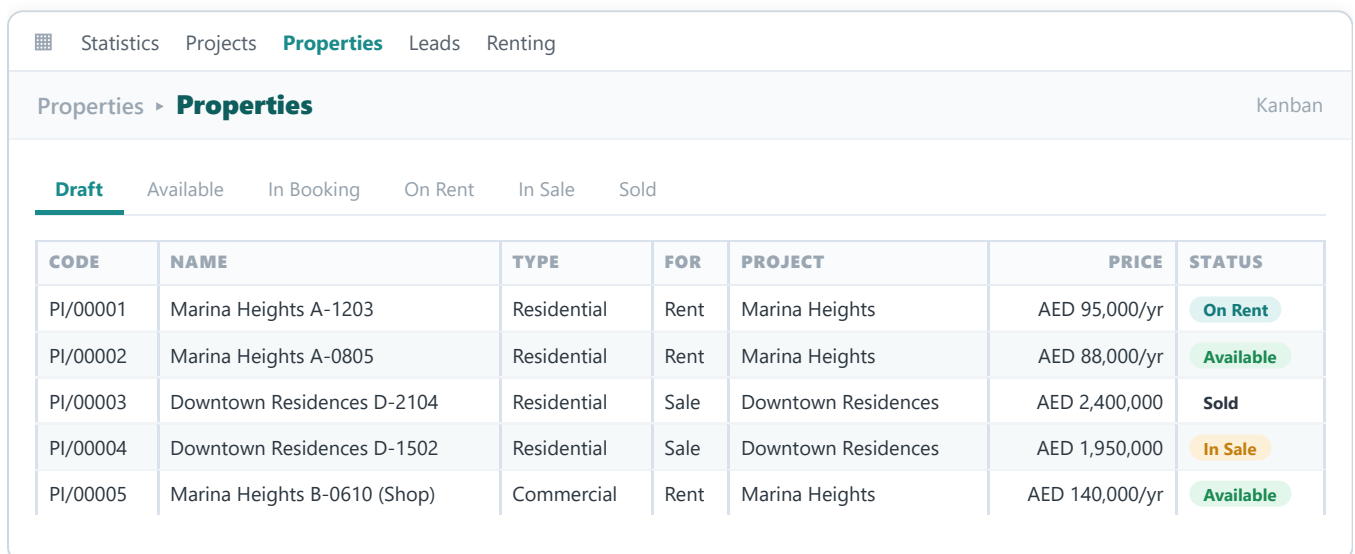
Menu path: Xrero Real Estate ▶ Properties

5.1 Regions

A **Region** is the top geographic grouping — typically an emirate or district such as **Dubai Marina**. Open **Properties** ▶ **Regions**, click **New**, give it a name and attach its **Cities**. The region's smart buttons then count the projects, sub-projects and units within it.

5.2 The property record

A **Property** is one unit — an apartment, villa, shop, office or plot. It is the record you actually rent or sell. Each property gets an automatic code (e.g. **PI/00001**) and shows its type, location, owner, price and a rich set of details (rooms, area, amenities, images, floor plans).



The screenshot shows a web interface for managing properties. At the top, there are navigation tabs: Statistics, Projects, Properties (selected), Leads, and Renting. Below this is a breadcrumb trail: Properties ▶ Properties. On the right, there is a 'Kanban' button. Below the breadcrumb, there are status filters: Draft (selected), Available, In Booking, On Rent, In Sale, and Sold. The main content is a table with the following columns: CODE, NAME, TYPE, FOR, PROJECT, PRICE, and STATUS. The table contains five rows of data, each with a unique code and a corresponding status button.

CODE	NAME	TYPE	FOR	PROJECT	PRICE	STATUS
PI/00001	Marina Heights A-1203	Residential	Rent	Marina Heights	AED 95,000/yr	On Rent
PI/00002	Marina Heights A-0805	Residential	Rent	Marina Heights	AED 88,000/yr	Available
PI/00003	Downtown Residences D-2104	Residential	Sale	Downtown Residences	AED 2,400,000	Sold
PI/00004	Downtown Residences D-1502	Residential	Sale	Downtown Residences	AED 1,950,000	In Sale
PI/00005	Marina Heights B-0610 (Shop)	Commercial	Rent	Marina Heights	AED 140,000/yr	Available

Figure 5.1 — The Properties list. Units are grouped by status (Draft, Available, In Booking, On Rent, In Sale, Sold).

Creating a property

- 1 Go to **Properties** ▶ **Properties** and click **New**.
- 2 Enter the **Name**, choose the **Property Type** and set **Property For** (**Rent** or **Sale**).
- 3 Link it to its **Region**, **Project** and **Sub Project**, and set the address and **Landlord**.
- 4 Set the **Price** and **Rent Unit** (Day / Month / Year) — or use **Area-wise** pricing — and the maintenance charge if any.

- 5 Fill the detail tabs: rooms, bathrooms, parking, area & measurement, amenities, specifications, images, floor plans, utility services and nearby connectivity.
- 6 Click `Save`, then `Available` to publish.

Properties > **Marina Heights A-1203** PI/00001

Create Contract
Maintenance Request
Available

Draft
Available
On Rent
Sold

Marina Heights A-1203

Details
Amenities
Specifications
Images
Floor Plans
Utility Services

Property Type	Residential	Total Area	1,150 ft ²
Property For	Rent	Price	AED 95,000 / Year
Region / Project	Dubai Marina · Marina Heights	Maintenance	AED 4,800 (Recurring)
Landlord	Emaar Holdings	Furnishing	Semi-Furnished
Rooms / Baths	2 BR · 2 Bath	Status	On Rent

Figure 5.2 — A property (unit) record. The header buttons drive the lifecycle and start a contract, booking or maintenance request.

5.3 The property lifecycle

Every unit moves through a clear status, shown along the top of the form:

Status	Meaning	How it gets there
Draft	Newly created, not yet published.	Default on creation.
Available	Listed and ready to rent or sell.	<code>Available</code> button.
In Booking	A sale advance has been booked.	Booking wizard (sale units).
On Rent	Currently leased.	When a lease contract is activated.
In Sale	Marked for sale.	<code>Sale</code> button.
Sold	Sale confirmed.	When a sale is confirmed.

Tip

For a rental unit, the `Create Contract` button appears once the unit is **Available**. For a sale unit, press `Sale` first, then `Create Booking`.

6. Leads (enquiries)

Menu path: Xrero Real Estate ▶ Leads

The **Leads** screen is your enquiry pipeline. When someone is interested in a unit — whether they walked in, called, or submitted the online form (Chapter 14) — log it here as a lead, linked to the **property** they're interested in and whether it's a **rent** or **sale** enquiry. From a lead you can jump straight into creating a **contract** (rent) or a **booking** (sale), so the customer's details carry across automatically.

- 1 Open **Leads** and click **New**.
- 2 Enter the contact's name and details, link the **Property** and set the **asking price** or duration.
- 3 Drag the lead along the pipeline stages as it progresses, and convert it to a contract or booking when the deal is agreed.

Note

Leads use Xrero's standard CRM pipeline, focused on your properties. Online enquiries from the public website arrive here automatically.

7. Renting — Lease Contracts & Rent Invoices

Menu path: Xrero Real Estate ▶ Renting ▶ Contracts / Invoices

7.0 What it is

A **Lease Contract** records who is renting which unit, for how long, at what rent, with what deposit and which broker. Once activated it generates the **rent invoices** on the schedule you choose, and the unit shows as **On Rent**. A contract moves through these states:

Status	Meaning
Draft	Created but not yet active.
Running	Active — rent invoices are being generated.
Expire	Reached its end date.
Close	Ended early / settled and closed.
Cancel	Cancelled.

7.1 Creating a contract

- 1 Open an **Available** rental unit and click **Create Contract** (or start from a Lead).
- 2 In the wizard, choose the **Customer** (tenant), the **Payment Term** (**Monthly** , **Quarterly** , **Yearly** or **Full Payment**), the **Duration** and the **Start Date**.
- 3 Add the **Security Deposit**, the **Broker** and commission (Fixed or %, charged to customer or landlord), and pick an **Agreement Template**.
- 4 Set the taxes (5% VAT) and the invoice items, then click **Create Contract**.

Create Contract
Wizard

New Lease — Marina Heights A-1203

Customer	Omar Abdullah	Payment Term	Monthly
Duration	12 Months	Start Date	2026-06-01
Rent	AED 95,000 / Year	Security Deposit	AED 7,900
Broker	Gulf Realty Brokers	Commission	5% from Customer

Create Contract
Cancel

Figure 7.1 — The Create Contract wizard.

7.2 Activating the contract

A monthly/quarterly/yearly contract is created in **Draft**. Open it and press Active, then choose how the instalments are built:

Option	What happens
Auto Installment	The system schedules the rent instalments automatically and raises them on time (by the recurring cron).
Manual Installment	It lists every instalment so you raise each invoice yourself with the Create Invoice button on the line.

On activation the first invoice (plus the deposit, maintenance and utility lines as configured) is generated, the tenant gets the **active-contract** email, and the unit becomes **On Rent**. (A **Full Payment** contract is created already **Running** with the full invoice raised.)

Renting ▶ Contracts ▶ **T/00001** Running

Create Invoice
✓ Extend Contract
Close Contract
Draft
Running
Close

T/00001 — Omar Abdullah

Property	Marina Heights A-1203	Rent (untaxed)	AED 95,000
Tenant	Omar Abdullah	Deposit	AED 7,900
Payment Term	Monthly	Paid	AED 16,617
Period	2026-06-01 → 2027-05-31	Remaining	AED 86,283

Rent Installments

DATE	TYPE	AMOUNT	STATUS
2026-06-01	Deposit	AED 7,900	Paid
2026-06-01	Rent	AED 8,313	Paid
2026-07-01	Rent	AED 8,313	Not Paid
2026-08-01	Rent	AED 8,313	Draft

Figure 7.2 — A running lease contract with its rent-installment schedule (rent shown incl. 5% VAT).

7.3 Invoicing

Rent invoices appear under **Renting ▶ Invoices** and on the contract's **Invoices** tab. For manual instalments, raise each with Create Invoice; auto instalments are raised for you. Use the contract's Create Invoice button for ad-hoc charges — **Deposit, Maintenance, Penalty** or **Other**. Every invoice posts to Xrero Accounting and links back to the contract.

7.4 Extending & closing

- **Extend Contract** — renews the lease: it closes the current contract and creates a linked new one (revised rent/duration).
- **Close Contract** — ends the lease. It is blocked while a balance is still owing; once cleared, the unit returns to **Available**.
- **Cancel** — cancels the contract and frees the unit.

Reminders

Recurring rent invoices and renewal reminders are produced automatically; you can set how many days before the due date the reminder is sent in **Configuration ▶ Settings**.

8. Selling — Sale Contracts & Sale Invoices

Menu path: Xrero Real Estate ▶ Selling ▶ Contracts / Invoices

8.0 What it is

The selling flow takes a unit from a **booking** (advance) to a **confirmed sale** with an instalment plan. A sale contract has three stages: **Booked** → **Sold** (or **Refund** if the deal falls through).

8.1 Booking a sale

- 1 Open a unit that is **In Sale** and click `Create Booking`.
- 2 Choose the **Customer** (buyer), enter the **Advance** (book price) and the **Customer Price**, and add the broker if any.
- 3 Confirm — a sale contract is created in **Booked**, an advance invoice is raised, and the unit shows **In Booking**.

8.2 Confirming the sale

- 1 Open the sale contract and click `Confirm Sale`.
- 2 Set the **Final Price**, the **Payment Term** (Monthly / Quarterly / Full Payment), the duration and the taxes.
- 3 Confirm — the instalment schedule (and broker bill, if any) is generated, the stage becomes **Sold**, the unit becomes **Sold**, and the buyer gets the **sold** email.

Selling ▶ Contracts ▶ **PS/2026/05/00001** Sold

Receive Remaining Payment Refund

Booked **Sold** Refund

PS/2026/05/00001 — Liu Wei

Property	Downtown Residences D-2104	Payment Term	Quarterly
Customer	Liu Wei	Total Payable	AED 2,400,000
Book Price	AED 120,000	Paid	AED 720,000
Confirmed Sale Price	AED 2,400,000	Remaining	AED 1,680,000

Invoices & Installments

DATE	DESCRIPTION	AMOUNT	STATUS
2026-05-10	Advance (Booking)	AED 120,000	Paid
2026-06-01	Installment 1	AED 600,000	Paid
2026-09-01	Installment 2	AED 840,000	Not Paid
2026-12-01	Installment 3	AED 840,000	Draft

Figure 8.1 — A confirmed sale contract with its instalment schedule.

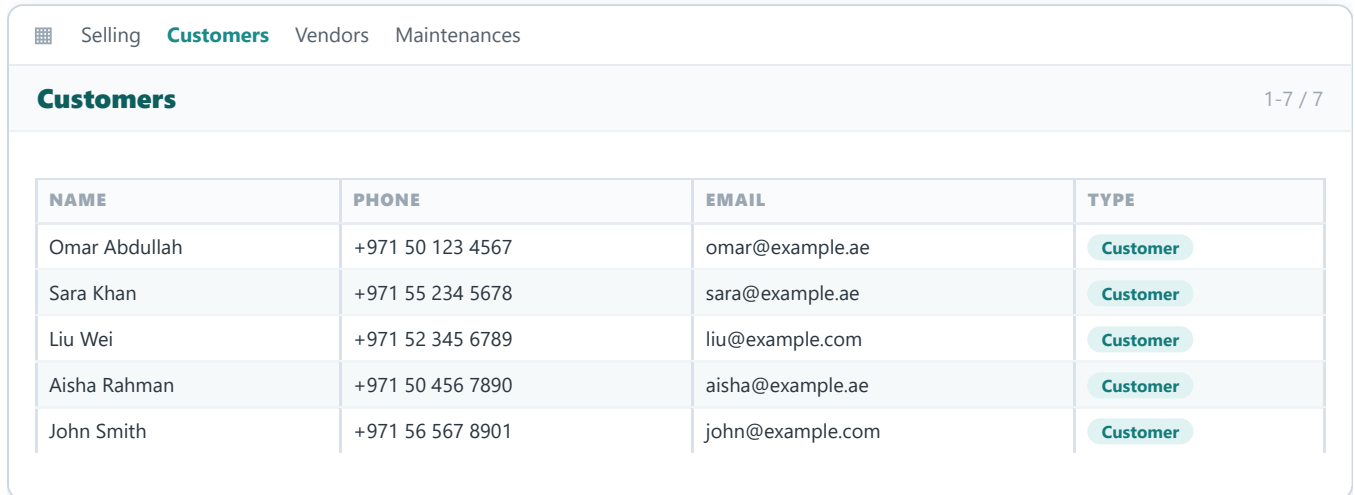
8.3 Invoices & refund

Sale invoices appear under **Selling ▶ Invoices** and on the contract's **Invoices** tab. Use Receive Remaining Payment to settle the balance, or raise instalments line by line. If a booking is cancelled, Refund sets the stage to **Refund** and frees the unit back to **Available**.

9. Customers

Menu path: Xrero Real Estate ► Customers

The **Customers** screen lists your **tenants and buyers**. Each is a contact with the **user type** set to **Customer**. From a customer you can see their rent contracts and purchases. Customers are created automatically when you sign a contract or take a booking, or you can add them here in advance with **New**.



The screenshot shows a web interface for managing customers. At the top, there are navigation tabs: Selling, Customers (active), Vendors, and Maintenances. Below the tabs, the title 'Customers' is displayed on the left, and '1-7 / 7' is on the right. A table with four columns (NAME, PHONE, EMAIL, TYPE) lists five customer records. Each record includes a name, a phone number, an email address, and a 'Customer' type label.

NAME	PHONE	EMAIL	TYPE
Omar Abdullah	+971 50 123 4567	omar@example.ae	Customer
Sara Khan	+971 55 234 5678	sara@example.ae	Customer
Liu Wei	+971 52 345 6789	liu@example.com	Customer
Aisha Rahman	+971 50 456 7890	aisha@example.ae	Customer
John Smith	+971 56 567 8901	john@example.com	Customer

Figure 9.1 — The Customers list (contacts of type Customer).

10. Vendors — Landlords & Brokers

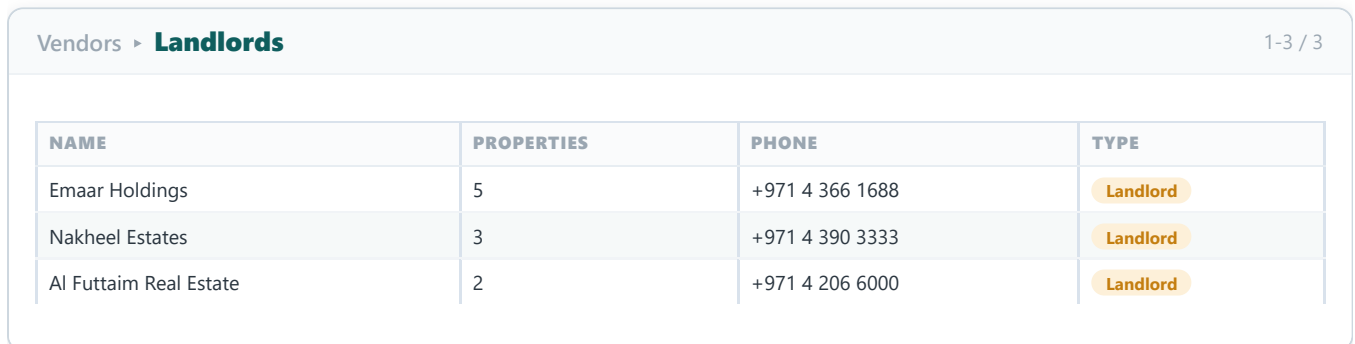
Menu path: Xrero Real Estate ▶ Vendors ▶ Landlords / Brokers

10.1 Landlords

A **Landlord** is the owner of a property — the party you rent or sell on behalf of. Landlords are contacts with user type **Landlord**. Open a landlord to see the properties they own, and use the **Landlord-wise Report** (Chapter 12) to give each owner a statement of their contracts and collections.

10.2 Brokers

A **Broker** is an agent who introduces tenants or buyers and earns commission. Brokers are contacts with user type **Broker**. On a lease or sale you choose the broker and set the commission (a **fixed** amount or a **percentage**, charged to the **customer** or the **landlord**); the system tracks each broker's commission history and totals them on the dashboard's **Top Broker** charts.



Vendors ▶ **Landlords** 1-3 / 3

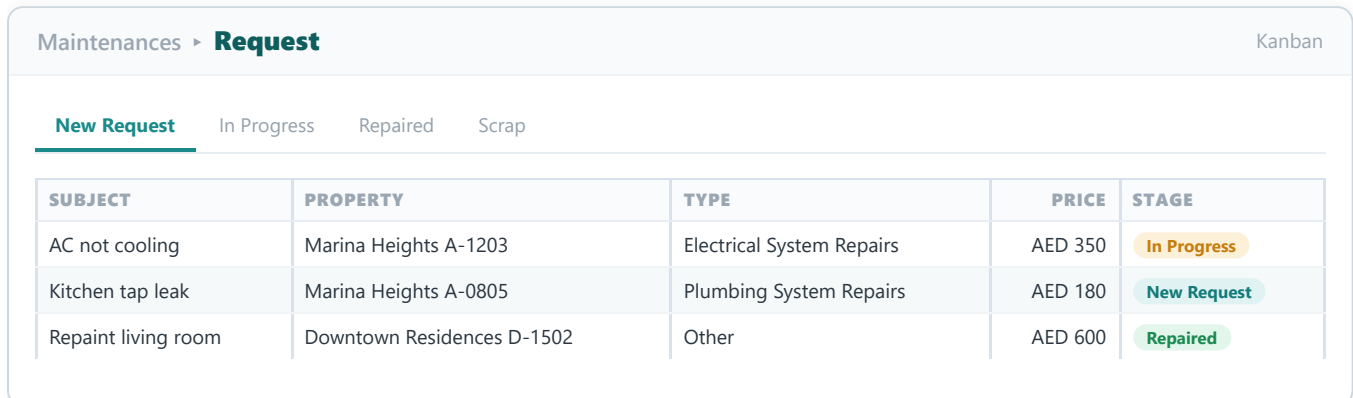
NAME	PROPERTIES	PHONE	TYPE
Emaar Holdings	5	+971 4 366 1688	Landlord
Nakheel Estates	3	+971 4 390 3333	Landlord
Al Futtaim Real Estate	2	+971 4 206 6000	Landlord

Figure 10.1 — The Landlords list, each showing how many properties they own.

11. Maintenance

Menu path: Xrero Real Estate ▶ Maintenances ▶ Request / Invoices

Use **Maintenance** to log and bill repair jobs on your units. Raise a request from the property's **Maintenance Request** button or from the Maintenances menu, set the **Type** (e.g. Electrical, Plumbing, Structural) and the cost, and track it through the standard stages (**New Request** → **In Progress** → **Repaired**). When the work is done, **Create Invoice** bills the landlord.



Maintenances ▶ **Request** Kanban

New Request In Progress Repaired Scrap

SUBJECT	PROPERTY	TYPE	PRICE	STAGE
AC not cooling	Marina Heights A-1203	Electrical System Repairs	AED 350	In Progress
Kitchen tap leak	Marina Heights A-0805	Plumbing System Repairs	AED 180	New Request
Repaint living room	Downtown Residences D-1502	Other	AED 600	Repaired

Figure 11.1 — Maintenance requests, grouped by stage.

Tip

Maintenance types (Electrical, Plumbing, Structural, Mold Found, Other) and teams are ready out of the box — add your own under the products/maintenance settings if needed.

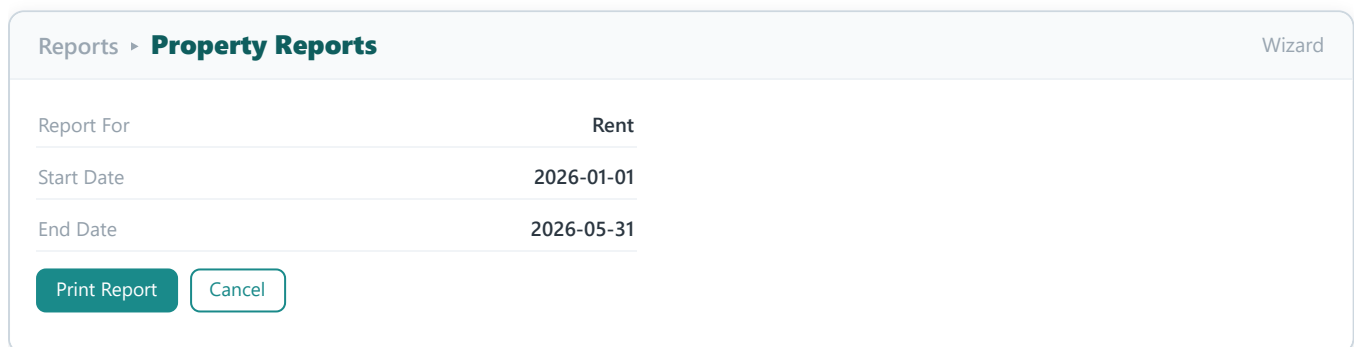
12. Reports

Menu path: Xrero Real Estate ▶ Reports

Two Excel reports summarise your business. Both open a small wizard where you choose what to include, then download a formatted workbook.

12.1 Property Report

- 1 Open Reports ▶ Property Reports.
- 2 Choose **Report For:** Rent or Property Sold, and a **date range**.
- 3 Download. The **Rent** workbook has sheets for **Rent Contract Details, Running, Closed** and **Expired** contracts; the **Sold** workbook lists every sale with prices and payment status.



The screenshot shows a web interface for generating a report. At the top, it says 'Reports ▶ Property Reports' and 'Wizard'. Below this is a form with three input fields: 'Report For' with a dropdown menu showing 'Rent', 'Start Date' with the value '2026-01-01', and 'End Date' with the value '2026-05-31'. At the bottom of the form are two buttons: 'Print Report' and 'Cancel'.

Figure 12.1 — The Property Report wizard (Rent / Property Sold).

12.2 Landlord-wise Report

Open Reports ▶ Landlord wise Report, choose a **Landlord** and **Report For** (Rent or Property Sold). The workbook gives that owner a statement: their contracts and invoices split into **Paid, Not Paid** and **Partially Paid** (rent), or their sold properties with prices and balances.

13. Configuration

Menu path: Xrero Real Estate ► Configurations

Set these up once so they're ready when you create projects, units and contracts.

Item	What it's for
Contract Durations	Reusable lease lengths (e.g. 6 months, 1 year) used in the contract wizard.
Agreement Templates	Reusable tenancy-agreement text that prints on the Contract Agreement.
Amenities	Features like Pool, Gym, Covered Parking — shown on the unit and brochure.
Tags	Coloured labels to organise units.
Specifications	Detailed spec lines for a unit.
Nearby Connectivity	Landmarks (Airport, Metro, Mall, School...) with distances.
Utility Services	Service products (e.g. cleaning, internet) that can be added to a lease.
Cities	Cities used in addresses and regions.
Property Types	Sub-types under Residential / Commercial / Industrial / Land.
Area Types & Furnishing Types	Area categories and furnishing options for units.

Settings

Under the Settings app (Rental Management section) you can set the **Reminder Days** for rent and sale invoices and choose whether generated invoices are **posted manually** or **automatically**.

14. The Public Property Website

Xrero Real Estate includes a public, customer-facing property catalogue on your website:

Page	What it does
/properties	A public listing of all your published units, searchable and filterable by property type and by rent vs. sale.
/property/<id>	The detail page for one unit — images, amenities, specifications, price and location.
Book / Enquire	A form where a visitor leaves their name, email, phone and message. It creates the contact and logs a rent or sale enquiry that lands in your Leads.

Note

Only units that are **Available** or **In Sale** appear on the public site and can be enquired about.

15. Glossary

Term	Meaning
Region	Top geographic grouping (emirate / district), holding cities, projects and units.
Project / Sub Project	A development/building and its phase, tower or cluster.
Property (Unit)	One rentable/sellable unit — apartment, villa, shop, office or plot.
Lease / Tenancy Contract	The rental agreement between a tenant and a landlord for a unit.
Sale Contract	The selling record for a unit, from booking to sold.
Landlord	The owner of a property.
Broker	An agent who earns commission on a lease or sale.
Customer	A tenant or a buyer.
Deposit	The refundable security held against a lease.
Payment Term	How rent/sale is split — Monthly, Quarterly, Yearly or Full Payment.
VAT	UAE Value-Added Tax, standard rate 5%.

16. FAQ & Troubleshooting

The "Create Contract" button isn't showing.

The unit must be **Available** and set to **Property For = Rent**. For a sale unit, press **Sale** first, then **Create Booking**.

I can't close a lease contract.

Closing is blocked while there is a **remaining balance**. Collect or write off the outstanding rent first, then **Close Contract**.

Rent invoices aren't being created automatically.

Auto instalments are raised by a daily background job near each due date. Check that the contract is **Running** and was activated as **Auto Installment**; for **Manual Installment** contracts you raise each invoice yourself.

A unit is stuck as "On Rent" / "Sold".

The unit frees up automatically when its lease is **Closed/Cancelled** or a sale is **Refunded**. Use those actions on the contract rather than editing the unit's status directly.

Where do the invoices appear in the accounts?

Every rent, sale and maintenance invoice posts to Xrero Accounting and carries a link back to its contract and property, so Finance and Real Estate always agree.

Need help?

Contact your Xrero administrator or visit xrero.com.