Getting started · Owner mobile app or web dashboard

Add properties and rental units

Set up your rental portfolio in RentPayor by adding a property, creating its units and reviewing the resulting records.

Download PDF guide

Get RentPayor

The PDF includes these steps and their available product screenshots.

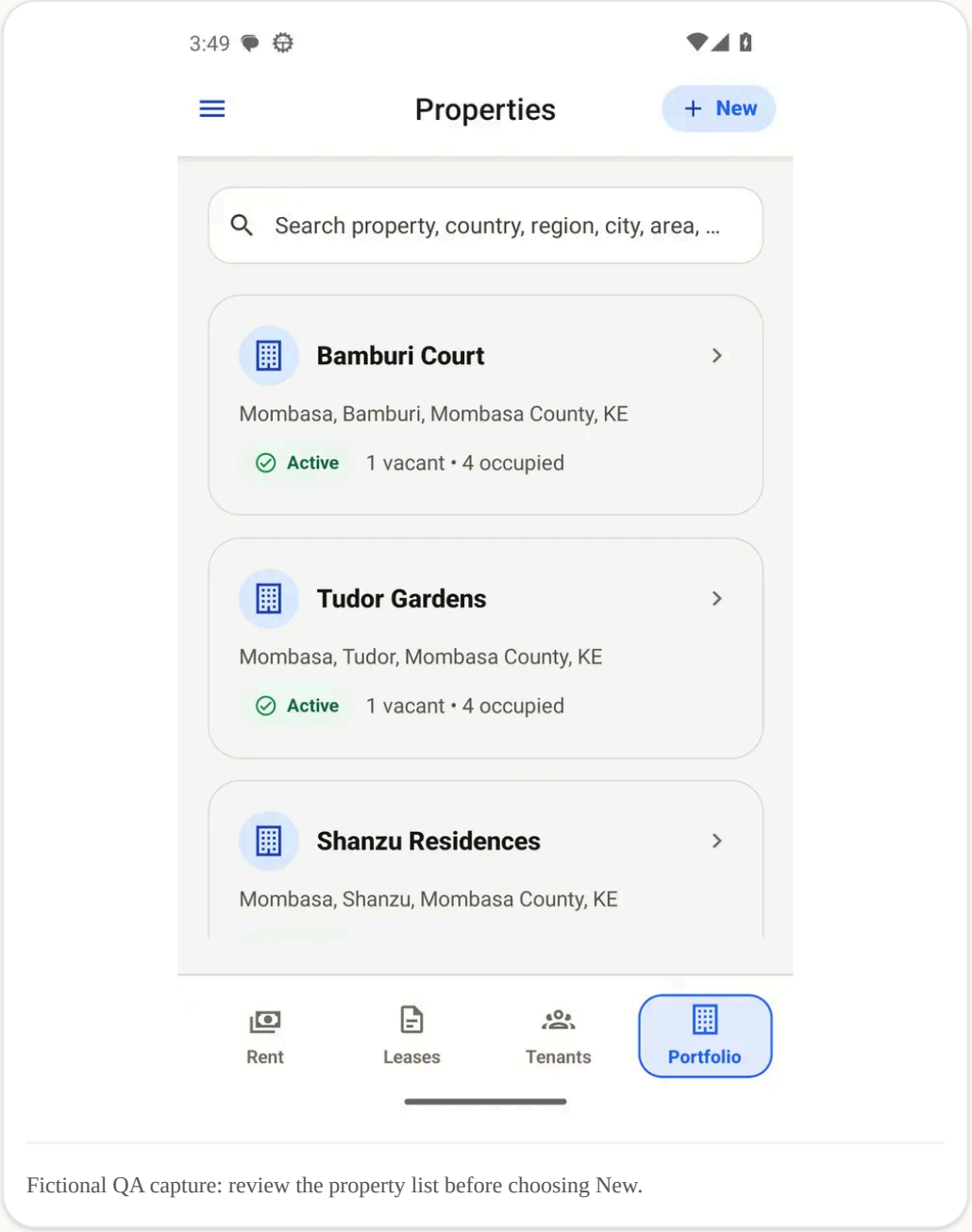
Before you begin

- A signed-in owner or authorized team member.
- The property's details and a list of its rental units.

Step-by-step walkthrough

1 Open Properties

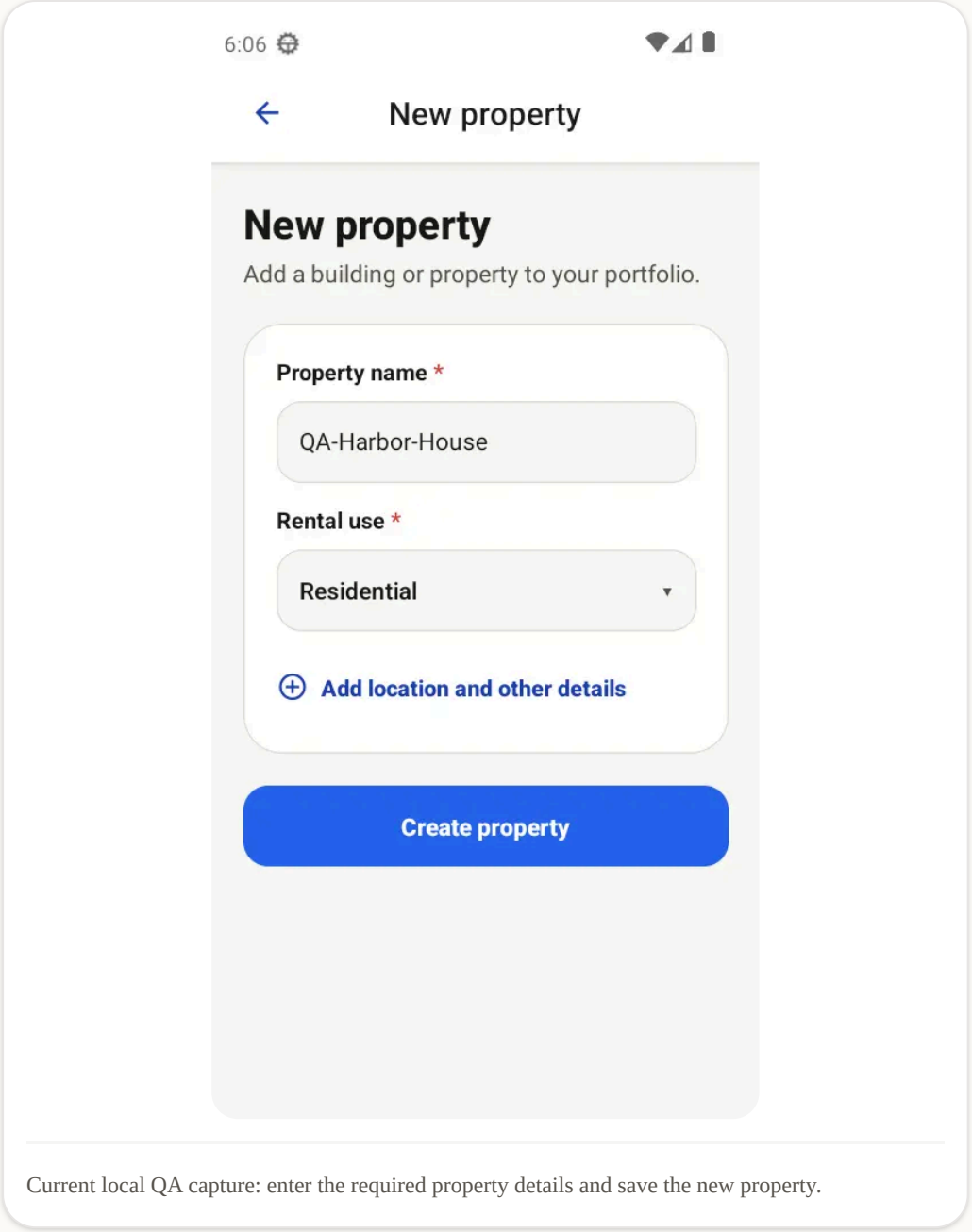
From the main navigation, open Properties. Review your existing portfolio before adding a new record so you do not create a duplicate property.



Fictional QA capture: review the property list before choosing New.

2 Create and save the property

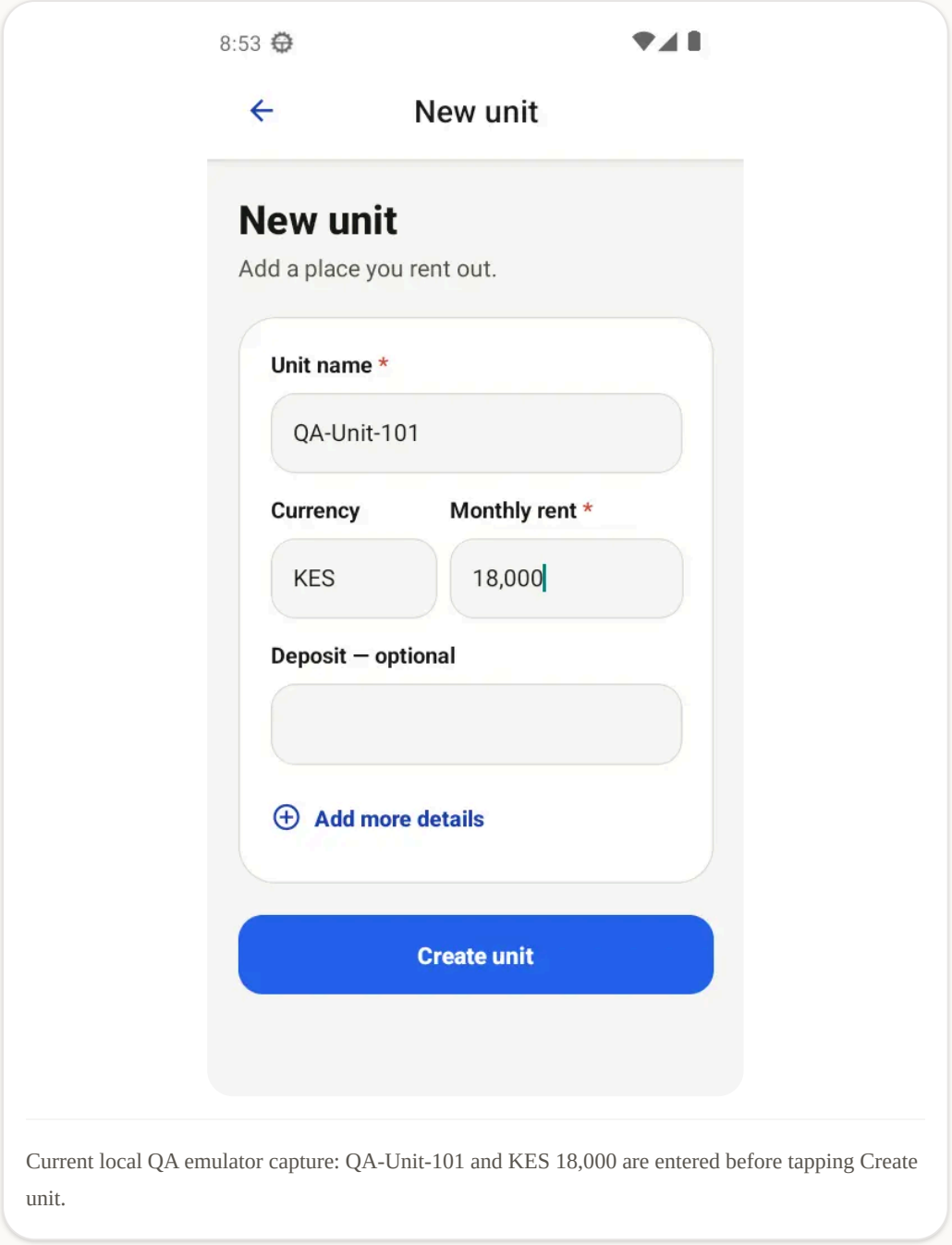
Choose the add-property action. Enter the details requested by the app, check them, and save. Open the new property to confirm it was created.



Current local QA capture: enter the required property details and save the new property.

3 Add each rental unit

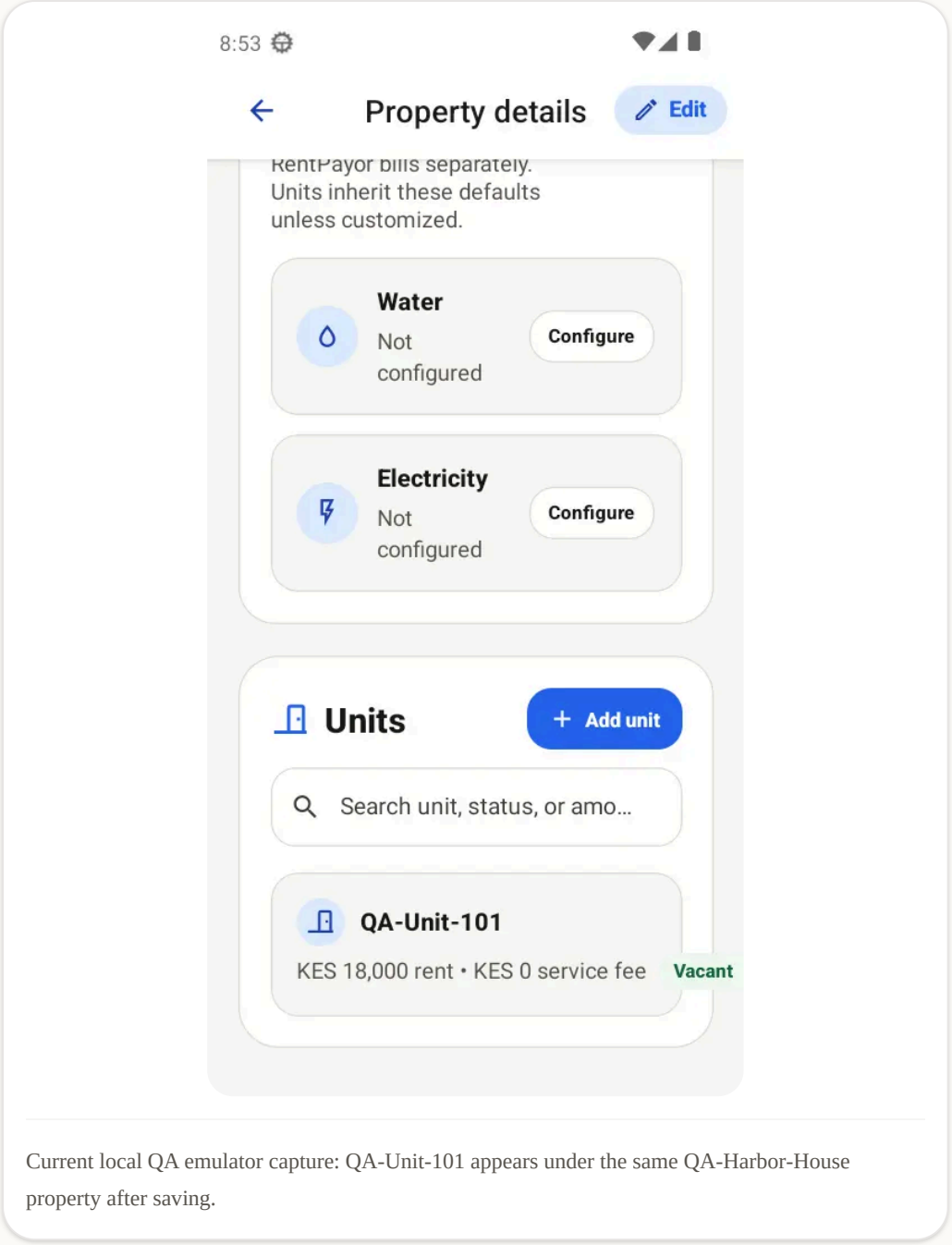
From the property or Units section, choose the action to add a unit. Use its actual door or unit identifier and the required rental details, then save. Repeat for additional units.



Current local QA emulator capture: QA-Unit-101 and KES 18,000 are entered before tapping Create unit.

4 Review the portfolio

Check that each unit belongs to the intended property. Unit occupancy changes when leases are established; avoid treating every newly created unit as already occupied.



Current local QA emulator capture: QA-Unit-101 appears under the same QA-Harbor-House property after saving.

Expected result

- The property appears in the portfolio.
- Each unit is listed under the correct property.
- Units are ready to be linked to tenants and leases.

Important details

- The published images are fictional-QA orientation captures; the detailed unit screen will be replaced when a clean current QA capture is available.

Save the PDF

Property management features →

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Product captures show representative workflows. Labels can vary between app releases.

Continue learning

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Pesa Paybill, or M-Pesa Till. RentPayor does not hold landlord funds.

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