



STANDARD

User Manual

Property, tenant, contract and payment management

rentivapro@gmail.com

RentivaPro Standard

Complete local rental management, with no subscription.



This manual covers the core features of RentivaPro Standard, from properties and tenants to contracts, payments, reports and full-license activation.

Contents

1. Getting Started
2. Dashboard
3. Properties
4. Tenants
5. Contracts
6. Payments
7. Payment Calendar
8. Reminders
9. Reports
10. Expenses
11. Receipts
12. Settings
13. Activating Your Full License
14. Support

Note

RentivaPro Standard stores your data locally on your computer. Regular backups are recommended for additional safety.

1. Getting Started

RentivaPro Standard starts in a 30-day Trial mode, with no feature restrictions other than a limit of 3 properties and 3 tenants. No installation is required — just open RentivaPro-Standard.exe.

- The top of the sidebar always shows your license status (Trial / Full License).
- All your data is stored locally on your computer, in a database file (MyData.db) next to the program.
- See section 13 for how to activate your full license when you're ready.

2. Dashboard

The first screen you see every time you open the program. It gives a quick, live overview of your current situation without needing to check any other screen.

- Total active contracts, registered properties and tenants.
- Expected income for the current month and collection rate.
- Charts of monthly receipts and property occupancy.
- A list of the most recent balances due and contracts expiring soon.

3. Properties

This is where you register every property you manage. Click "New property" to open the form, fill in the details and click "Save property".

- Required fields: Code, Property type, Address.
- Optional: square metres, status, ATAK/KAKE codes, Energy Performance Certificate details, photos, notes.
- Double-click a row in the table to edit an existing property.
- Each property's card also shows its full contract history.

4. Tenants

Each tenant's card holds their contact and billing details.

- The only required field is Full name.
- Optional: company name, tax ID, phone, email, address, notes.
- Double-click a record to edit it.

5. Contracts

This is where you link a property with a tenant, and set the rent and its adjustment terms.

- The colour legend under the title shows each contract's status: current, future, or expired.
- Four rent adjustment types are supported: no increase, percentage, fixed amount, or pre-agreed amounts per year.
- You can attach a file (e.g. a scanned contract) to each record.

6. Payments

Record every rent payment and track balances by contract and month.

- The expected amount is calculated automatically (rent + Digital Duty if enabled).
- Each month's status is shown automatically as Full, Partial, or Overpaid.

- Use "Bulk Payment Entry" for contracts that have already been running for a while — it creates one payment per month for the range you set, without recreating months that are already paid.

7. Payment Calendar

A monthly calendar view of all contracts, giving you an instant picture of who has paid and who hasn't.

- Each square corresponds to one contract for that month — the colour shows whether it's paid, partially paid, or outstanding.
- Click a square to record a payment directly, without going to the Payments screen.

8. Reminders

The program automatically notifies you, at startup, about contracts approaching their expiry date.

- Set how many days in advance you want to be notified from Settings → Notifications.
- The Reminders section shows a consolidated view of all expirations, balances due, and upcoming adjustments.

9. Reports

Generate financial and management reports for any period you want, with export to Excel or PDF.

- Choose a report type and date range, then click "Generate report".
- The "Print" button creates a PDF directly and opens it ready for printing.

10. Expenses

Record expenses per property (repairs, insurance, management fees, common charges, and more) for a complete picture of each property's performance.

- Choose a property, expense category, amount and date, then click "Save Expense".
- The "Create & Print PDF" button above the list instantly builds a printable PDF of all recorded expenses.

11. Receipts

Quickly generate a simple receipt (e.g. a back-billed electricity or common-charges recharge), with tenant and owner details filled in automatically.

- Choose a property, write a description and amount, then click "Create & Print Receipt (PDF)".
- The owner details shown on the receipt are set from Settings → Owner Details.

12. Settings

All general application settings are here, organised into tabs.

- Language: Greek or English — the choice applies to the whole application immediately.
- Backup: create and restore backups of the database, with an optional automatic backup on exit.
- Notifications: turn automatic contract-expiry notifications on or off.
- Bank Links: save links to your bank's e-banking, for quick access from Payments.
- Owner Details: the details shown on Receipts.
- License: license status and full-version activation (see section 13).

- About: version information, and the "Updates & Support" button for quick access to our website.

13. Activating Your Full License

After your purchase, follow these steps to activate the full version:

1. Open RentivaPro Standard on your computer.
2. Go to the menu Settings → License → Activate full version.
3. You'll see your Machine Code there — click "Copy Machine ID" to copy it.
4. Click "Open Activation Form" — this takes you straight to the form on our site with your Machine Code already filled in. Fill in your name and the e-mail you used for the purchase, and submit the form.
5. You'll receive your activation code within 24 hours.
6. Return to RentivaPro → Settings → License, paste the code, and click Activate.

Haven't purchased yet? Click "Buy Full Version" in the same window to go straight to the purchase page.

If you use RentivaPro on two computers, send both Machine Codes together — the license covers up to 2 devices. The email you used for the purchase must match the one on the activation request.

14. Support

For any question or issue, contact us at rentivapro@gmail.com, or visit www.rentivapro.com/en/support.

Quick access is also available inside the program: Settings → About → "Updates & Support".