



# BIMBMS

## Rental Contracts



To access the demo, an account *must* be requested at: <https://demo.bimkeeper.com>

The demo can be accessed at: <https://demo.bimkeeper.com/demos/rental-contracts>

This demo-instance is only intended for use with this particular demo. The focus of the demo is on this subject only. This means the navigation shows only what the user might need. Some features might not work for this reason. The first demo (basics) can be checked for a broader perspective of all the features BIMBMS offers. For more detailed information, the BIMBMS manual can be referenced, or IRP can be contacted at: [contact@bimkeeper.com](mailto:contact@bimkeeper.com).



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## 1 Navigating Through Rentals

A 3D model is not necessary for the management of rental contracts. Visualization, however, is a strong add on.

The user must navigate to a specific complex. From here the user must open the BIM in the 3D-Viewer and swap the selected mode in the drop-down menu to “Rental”. To learn more about using the 3D-Viewer the “basics” demo can be checked at: <https://demo.bimkeeper.com/demos/basics-3d>

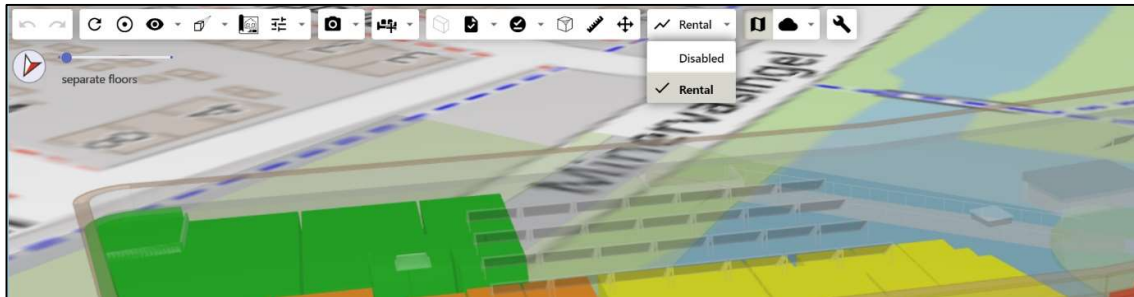


Figure 1: To switch from space visualization to rentals back and forth, the drop-down menu can be used.

Selecting “Rental” from the dropdown menu will show the status of rental contracts for each rentable collection of spaces (including current occupied spaces) within the building. Colors indicate if a contract has expired or is about to. This can help to minimize the time a space is unoccupied. These colors are tied to the color indications found on the “Rental Contracts” page of the management tab when viewing a specific complex or under “All Rental Contracts” page when viewing all complexes.



Figure 2: Visual indication of contract status for different spaces in a complex

Pressing on a space and opening the sidebar “>> Details” on the right side of the application will show the details of the space and information about the current rental contract. Some spaces might



be harder to reach and therefore the floors might have to be separated to reach those specific spaces.

By pressing the “View contract” button, the specific contract page is opened with all the details and payment information available.

- Element (1)	
Name	05A23
Class	Space 439
Type	280 2
+ Identification	
- Rent details	
Start date	02-06-2022
End date	25-05-2023
Landlord/owner	HvA real estate
Tenant	mr or mrs Hardin
Gross rent	€ 4.167,00
<a href="#">View contract</a>	

Figure 3: Rental information of a specific space

The user can also navigate to the “All rental contracts” page or the “Rental contracts” page of a specific complex to find these contracts.

The screenshot shows a web application interface for Theo Thijssenhuys. The top navigation bar includes 'Administration', 'Management', 'Communication', 'Financial', and 'Technical'. The main content area is divided into two sections: 'Contract details' and 'Payments'.

**Contract details:**

- Units: 05A20, Wibautstraat 2, 1091GM Amsterdam; 05A22, Wibautstraat 2, 1091GM Amsterdam; 05A23, Wibautstraat 2, 1091GM Amsterdam
- Direct debit: No
- Landlord's bank account: NL91 ABNA 0417 1643 00
- Deposit: € 1.833,00
- Rental price: € 4.167,00 excluding VAT
- Rental period: 2022-05-01 t/m 2023-05-25
- Term of notice: 3 months
- Contract status: Current

**Payments:**

2022

jan	feb	mrt	apr	mei	jun	jul	aug	sep	okt	nov	dec	total
												0,00

Legend:   
OK (green square)   
No invoices (grey square)   
Not paid (red square)

Figure 4: The contract that was selected is shown in detail



## 2 Rental contracts

### 2.1. All rental contracts

The “All rental contracts” page can be viewed by navigating to the “All complexes” view and pressing on the “Management” tab followed up by pressing on the “All rental contracts” tab. On this page the user can view information about all the contracts across all their complexes. This page details financial data, linked unit(s) to the specific contract and much more. The status of the contract is shown in the “End date” column and is indicated with a color. Each color indication status is shown at the bottom left of the page.

Status	Landlord	Tenant	Complex	Units	Rent amount	Deposit	Rent	VAT	Total	Start date	End date	Actions
Signed	Maatschappij 'de woonruimte	Mr. Johnson	Wigendael Arnhem WF	25	EUR 0.00	EUR 0.00	EUR 2,774.00	EUR 0.00	EUR 2,774.00	2021-07-20	2022-07-20	🔍 🗑️ 📄 📅
Signed	Maatschappij 'de woonruimte	Mr. Page	Wigendael Arnhem WF	55	EUR 0.00	EUR 0.00	EUR 2,774.00	EUR 0.00	EUR 2,774.00	2021-07-13	2022-07-13	🔍 🗑️ 📄 📅
Signed	Maatschappij 'de woonruimte	Mr. Perry	Wigendael Arnhem WF	40	EUR 0.00	EUR 0.00	EUR 2,774.00	EUR 0.00	EUR 2,774.00	2021-09-19	2022-09-19	🔍 🗑️ 📄 📅
Draft	Maatschappij 'de woonruimte	Mr. Doe	Wigendael Arnhem WF	34	EUR 0.00	EUR 0.00	EUR 2,774.00	EUR 0.00	EUR 2,774.00	2021-09-16	2022-09-16	🔍 🗑️ 📄 📅
Signed	Maatschappij 'de woonruimte	Boels and more BV	Ther. Tjebbenhuis	209, 204, 201	EUR 12,773.00	EUR 1,600.00	EUR 5,109.64	EUR 0.00	EUR 5,109.64	2021-07-21	2022-07-21	🔍 🗑️ 📄 📅
Signed	Maatschappij 'de woonruimte	Mr. Kelly	Wigendael Arnhem WF	30	EUR 0.00	EUR 0.00	EUR 2,774.00	EUR 0.00	EUR 2,774.00	2021-08-28	2022-08-28	🔍 🗑️ 📄 📅
Draft	Maatschappij 'de woonruimte	Mr. Tom	Wigendael Arnhem WF	52	EUR 0.00	EUR 0.00	EUR 2,774.00	EUR 0.00	EUR 2,774.00	2021-08-28	2022-08-28	🔍 🗑️ 📄 📅
Signed	Maatschappij 'de woonruimte	Mr. Wehler	Wigendael Arnhem WF	52	EUR 0.00	EUR 0.00	EUR 2,774.00	EUR 0.00	EUR 2,774.00	2021-08-28	2022-08-28	🔍 🗑️ 📄 📅
Draft	Maatschappij 'de woonruimte	Mr. Hansen	Wigendael Arnhem WF	42	EUR 0.00	EUR 0.00	EUR 2,774.00	EUR 0.00	EUR 2,774.00	2021-08-17	2022-08-17	🔍 🗑️ 📄 📅
Draft	Maatschappij 'de woonruimte	De Intermediaire Transport	Zekeringssack	1, 3, 15, 227, 226, 225, 220, 222, 223	EUR 0.00	EUR 37,500.00	EUR 64,782.22	EUR 12,957.47	EUR 74,659.69	2021-10-21	2022-09-30	🔍 🗑️ 📄 📅
Signed	Maatschappij 'de woonruimte	conair design	Ther. Tjebbenhuis	202, 201, 202	EUR 0.00	EUR 1,600.00	EUR 2,478.92	EUR 0.00	EUR 2,478.92	2021-09-21	2022-09-21	🔍 🗑️ 📄 📅
Signed	Maatschappij 'de woonruimte	Mr. Guzman	Wigendael Arnhem WF	47	EUR 0.00	EUR 0.00	EUR 2,774.00	EUR 0.00	EUR 2,774.00	2021-11-22	2022-11-22	🔍 🗑️ 📄 📅
Signed	Maatschappij 'de woonruimte	Mr. Geur	Wigendael Arnhem WF	39	EUR 0.00	EUR 0.00	EUR 2,774.00	EUR 0.00	EUR 2,774.00	2021-11-21	2022-11-21	🔍 🗑️ 📄 📅
Signed	Maatschappij 'de woonruimte	Mr. Petersen	Wigendael Arnhem WF	46	EUR 0.00	EUR 0.00	EUR 2,774.00	EUR 0.00	EUR 2,774.00	2021-11-25	2022-11-25	🔍 🗑️ 📄 📅
Signed	Maatschappij 'de woonruimte	Technische Beheersbedrijf de IJp	Zekeringssack	2, 28, 230, 231, 232, 233, 234, 235, 318, 322, 323, 320	EUR 0.00	EUR 46,000.00	EUR 75,380.88	EUR 15,829.98	EUR 91,210.86	2021-06-01	2022-11-01	🔍 🗑️ 📄 📅
Completed	Maatschappij 'de woonruimte	Isabel en Krappan	Woonwonen Apollo	31	EUR 0.00	EUR 2,000.00	EUR 0.00	EUR 0.00	EUR 2,000.00	2021-11-01	2021-11-01	🔍 🗑️ 📄 📅
Signed	Maatschappij 'de woonruimte	Moltenglas	Zekeringssack	3, 23, 225, 330, 331, 332, 133, 131, 335, 336, 331	EUR 0.00	EUR 30,500.00	EUR 50,164.52	EUR 10,334.55	EUR 60,699.07	2021-09-21	2022-12-31	🔍 🗑️ 📄 📅
Signed	Maatschappij 'de woonruimte	Mr. Jensen	Wigendael Arnhem WF	50	EUR 0.00	EUR 0.00	EUR 2,774.00	EUR 0.00	EUR 2,774.00	2022-02-15	2022-02-15	🔍 🗑️ 📄 📅
Signed	Maatschappij 'de woonruimte	Mr. Cox	Wigendael Arnhem WF	50	EUR 0.00	EUR 0.00	EUR 2,774.00	EUR 0.00	EUR 2,774.00	2022-02-16	2022-02-16	🔍 🗑️ 📄 📅
Signed	Maatschappij 'de woonruimte	Mr. Kubi	Wigendael Arnhem WF	51	EUR 0.00	EUR 0.00	EUR 2,774.00	EUR 0.00	EUR 2,774.00	2022-08-24	2022-08-24	🔍 🗑️ 📄 📅

Figure 5: The “All rental contracts” page containing contracts of all complexes

The “Status” column indicates if a contract is signed or in a draft status.

When a tenant’s name is pressed, the application will open the specific tenant’s page containing all the information about the tenant. For more information about tenants specifically reference the chapter 4 Creating a tenant and chapter 5 Tenant POV or reference the BIMBMS manual.

When a complex is pressed, the “Complex details” page of that specific complex will open.

When a unit is pressed, the “Unit details” page for that specific unit will open.

When the green “Show expired contracts” button is pressed it will show all expired contracts. When the page is filtered on expired contracts, the button changes to a new button called “Show active contracts” from here the user can return to the view that shows all the active contracts.

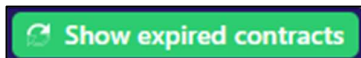


Figure 6: The “Show expired contracts” filter button



Status	Landlord	Tenant	Complex	Units	Rent amount	Deposit	Rent	VAT	Total	Start date	End date	Actions
Signed	Maatschappij de woonwânde	Ge trouw B.V.	Thero Thijssenius	255, 254	EUR 0.00	EUR 1,200.00	EUR 1,808.28	EUR 0.00	EUR 1,808.28	2020-01-01	2020-01-01	[Icons]
Draft	Maatschappij de woonwânde	International wedding B.V.	Zakingsmaat	2,22, 2,23, 2,24, 2,25	EUR 0.00	EUR 0.00	EUR 32,483.08	EUR 6,494.65	EUR 38,977.73	2021-01-01	2021-01-01	[Icons]
Draft	Maatschappij de woonwânde	Machonglas	Zakingsmaat	0,02	EUR 0.00	EUR 38,167.57	EUR 6,015.18	EUR 44,182.75	EUR 8,836.55	2020-08-01	2021-01-01	[Icons]
Signed	Maatschappij de woonwânde	Telex en kringen	Zakingsmaat	3,23, 3,24, 3,25, 3,26, 3,27, 3,28, 3,29, 3,30, 3,31, 3,32	EUR 0.00	EUR 48,500.00	EUR 79,907.84	EUR 16,780.65	EUR 96,688.49	2020-04-01	2021-01-01	[Icons]
Signed	Maatschappij de woonwânde	Janssen kunstmest	Zakingsmaat	1,31, 1,33, 1,34	EUR 0.00	EUR 6,000.00	EUR 9,867.66	EUR 2,072.21	EUR 11,939.87	2021-04-01	2021-01-01	[Icons]
Draft	Maatschappij de woonwânde	Go boud B.V.	Thero Thijssenius	255	EUR 0.00	EUR 0.00	EUR 1,098.15	EUR 0.00	EUR 1,098.15	2021-02-01	2022-01-01	[Icons]
Signed	Maatschappij de woonwânde	International wedding B.V.	Zakingsmaat	0,22	EUR 0.00	EUR 75,000.00	EUR 37,767.52	EUR 0.00	EUR 112,767.52	2021-09-01	2021-01-01	[Icons]
Complete	Maatschappij de woonwânde	Ben International transport	Woonwânde Apollo	132, 131	EUR 0.00	EUR 5,500.00	EUR 2,400.00	EUR 0.00	EUR 2,400.00	2020-02-01	2020-01-01	[Icons]
Draft	Maatschappij de woonwânde	Technisch tekensbedrijf de lip	Thero Thijssenius	255	EUR 0.00	EUR 6,600.00	EUR 776.13	EUR 0.00	EUR 716.13	2021-03-01	2021-01-01	[Icons]
Signed	Maatschappij de woonwânde	Technisch tekensbedrijf de lip	Zakingsmaat	2,21, 3,24	EUR 0.00	EUR 20,000.00	EUR 9,624.57	EUR 0.00	EUR 29,624.57	2021-10-01	2021-01-01	[Icons]
Complete	Maatschappij de woonwânde	Technisch tekensbedrijf de lip	Woonwânde Apollo	123	EUR 0.00	EUR 2,500.00	EUR 1,100.00	EUR 0.00	EUR 1,100.00	2021-05-01	2021-01-01	[Icons]
Complete	Maatschappij de woonwânde	M& Small	Woonwânde Janssen WF	99	EUR 0.00	EUR 2,371.00	EUR 0.00	EUR 0.00	EUR 2,371.00	2021-02-10	2021-01-01	[Icons]
Signed	Maatschappij de woonwânde	Janssen kunstmest	Woonwânde Apollo	131, 132, 133	EUR 0.00	EUR 6,000.00	EUR 3,700.00	EUR 0.00	EUR 3,700.00	2021-05-01	2021-01-01	[Icons]
Complete	Maatschappij de woonwânde	M& Higgin	Woonwânde Janssen WF	41	EUR 0.00	EUR 2,274.00	EUR 0.00	EUR 0.00	EUR 2,274.00	2021-05-05	2021-01-01	[Icons]
Signed	Maatschappij de woonwânde	Colour design	Zakingsmaat	3,23, 3,29	EUR 0.00	EUR 32,000.00	EUR 15,578.08	EUR 0.00	EUR 15,578.08	2021-12-01	2022-01-01	[Icons]

Figure 7: The page shows the expired contracts after pressing the "Show expired contracts" button



Figure 8: The "Show active contracts" filter button

In case too many contracts are on the page a new contract page will be added. To access it the user must click on the arrow keys at the top right of the "All rental contracts" page.



Figure 9: The Page number of all the contracts. Here the user can change to another page containing contracts

There are a few actions that can be used on the "All rental contracts" page:

The "details" action allows the user to view all the contract details and payments done on the rental contract. The "edit" action opens the "edit rental contract" page. The page is a filled in version of the "create rental contract" page and allows the user to edit the details of a rental contract. The "duplicate" action allows the user to duplicate the contract. The "delete" action will delete the contract. The "draft contract" action opens a separate page that shows the draft version of the contract in PDF format.



Figure 10: All the available actions that can be used on a specific contract



When a contract is signed the “draft contract” action is replaced with a “download” action. The action will also open a separate tab with all the details of the signed contract filled in.

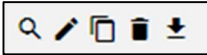


Figure 11: When a contract is signed, the PDF icon changes

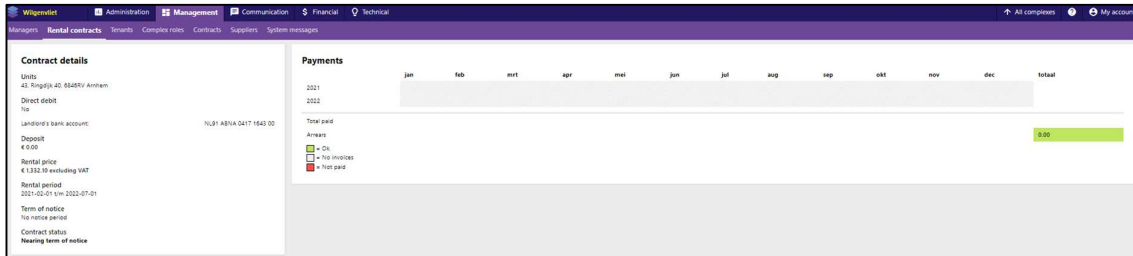


Figure 12: The rental contracts details page



On the “edit rental contract” page the user can edit all information about a rental contract.

The screenshot shows the 'edit rental contract' page. It includes sections for 'Landlord and tenant', 'Rental agreement', 'Units', 'Periodical', and 'One-time' payments. The 'Rental agreement' section has a status dropdown set to 'Signed' and options to attach or upload files. The 'Units' section shows a table of units with columns for unit index, location, availability, and unit type. The 'Periodical' section shows a table for recurring payments with columns for unit, description, net, and total. The 'One-time' section shows a table for one-time payments with similar columns. A 'Save contract' button is at the bottom right.

Figure 13: The “edit” action opens the “edit rental contract” page, with the details of the contract filled in

## 2.2. Specific rental contracts

The specific “Rental contracts” page can be viewed by navigating to a specific complex and pressing on the “Management” tab followed up by pressing on the “Rental contracts” tab. The page is almost identical to the “All rental contracts” page except here a user can open the “Create rental contract” page by pressing on the green “Create rental contract” button.

The screenshot shows the 'Rental contracts' overview page. It features a table with columns for Status, Landlord, Tenant, Month, Rent amount, Deposit, Rent, VBT, Total, Start date, End date, and Actions. The table contains 20 rows of rental contracts. A legend at the bottom left indicates the status of the contracts: 'Drafting contract' (yellow), 'Expires in less than 6 months' (orange), 'Expires in less than 2 months' (red), and 'Contract has expired' (grey). A 'Create rental contract' button is visible in the top right corner.

Status	Landlord	Tenant	Month	Rent amount	Deposit	Rent	VBT	Total	Start date	End date	Actions
Signed	Machbau/De wasserlinie	M. Immoze	11	EUR 0.00	EUR 0.00	EUR 2.174.000	EUR 0.00	EUR 2.174.000	2021-07-01	2022-06-30	[Icons]
Signed	Machbau/De wasserlinie	M. Page	11	EUR 0.00	EUR 0.00	EUR 2.174.000	EUR 0.00	EUR 2.174.000	2021-01-12	2022-01-12	[Icons]
Signed	Machbau/De wasserlinie	M.H. Fery	06	EUR 0.00	EUR 0.00	EUR 2.174.000	EUR 0.00	EUR 2.174.000	2021-07-18	2022-07-18	[Icons]
Draft	Machbau/De wasserlinie	M. Diep	24	EUR 0.00	EUR 0.00	EUR 2.174.000	EUR 0.00	EUR 2.174.000	2021-01-01	2022-01-01	[Icons]
Signed	Machbau/De wasserlinie	M.H. Bolder	05	EUR 0.00	EUR 0.00	EUR 2.174.000	EUR 0.00	EUR 2.174.000	2021-01-01	2022-01-01	[Icons]
Draft	Machbau/De wasserlinie	M.H. Bolder	05	EUR 0.00	EUR 0.00	EUR 2.174.000	EUR 0.00	EUR 2.174.000	2021-01-01	2022-01-01	[Icons]
Signed	Machbau/De wasserlinie	M. Immoze	11	EUR 0.00	EUR 0.00	EUR 2.174.000	EUR 0.00	EUR 2.174.000	2021-08-01	2022-08-01	[Icons]
Draft	Machbau/De wasserlinie	M. Immoze	11	EUR 0.00	EUR 0.00	EUR 2.174.000	EUR 0.00	EUR 2.174.000	2021-09-28	2022-09-28	[Icons]
Signed	Machbau/De wasserlinie	M. Guzman	07	EUR 0.00	EUR 0.00	EUR 2.174.000	EUR 0.00	EUR 2.174.000	2021-11-02	2022-11-02	[Icons]
Signed	Machbau/De wasserlinie	M. Gorta	25	EUR 0.00	EUR 0.00	EUR 2.174.000	EUR 0.00	EUR 2.174.000	2021-11-21	2022-11-21	[Icons]
Signed	Machbau/De wasserlinie	M. Frenx	08	EUR 0.00	EUR 0.00	EUR 2.174.000	EUR 0.00	EUR 2.174.000	2021-01-01	2022-01-01	[Icons]
Signed	Machbau/De wasserlinie	M.H. Immoze	10	EUR 0.00	EUR 0.00	EUR 2.174.000	EUR 0.00	EUR 2.174.000	2022-01-15	2022-01-15	[Icons]
Signed	Machbau/De wasserlinie	M. Gou	06	EUR 0.00	EUR 0.00	EUR 2.174.000	EUR 0.00	EUR 2.174.000	2022-01-16	2022-01-16	[Icons]
Signed	Machbau/De wasserlinie	M. Kold	02	EUR 0.00	EUR 0.00	EUR 2.174.000	EUR 0.00	EUR 2.174.000	2022-01-24	2022-01-24	[Icons]
Signed	Machbau/De wasserlinie	M. + Swach	11	EUR 0.00	EUR 0.00	EUR 2.174.000	EUR 0.00	EUR 2.174.000	2022-04-03	2022-04-03	[Icons]
Signed	Machbau/De wasserlinie	M. Jochen	02	EUR 0.00	EUR 0.00	EUR 2.174.000	EUR 0.00	EUR 2.174.000	2022-06-17	2022-06-17	[Icons]
Signed	Machbau/De wasserlinie	M. Frenx	08	EUR 0.00	EUR 0.00	EUR 2.174.000	EUR 0.00	EUR 2.174.000	2022-06-21	2022-06-21	[Icons]
Signed	Machbau/De wasserlinie	M. Frenx	08	EUR 0.00	EUR 0.00	EUR 2.174.000	EUR 0.00	EUR 2.174.000	2022-01-01	2022-01-01	[Icons]
Signed	Machbau/De wasserlinie	M. Reuter	05	EUR 0.00	EUR 0.00	EUR 2.174.000	EUR 0.00	EUR 2.174.000	2022-01-01	2022-01-01	[Icons]
Signed	Machbau/De wasserlinie	M.H. Immoze	02	EUR 0.00	EUR 0.00	EUR 2.174.000	EUR 0.00	EUR 2.174.000	2022-01-10	2022-01-10	[Icons]

Figure 14: Overview of rental contracts for a specific complex





### 3 Creating a Rental Contract

#### 3.1. Basics

When the “Create rental contract” page is opened from the specific “Rental contracts” page the user can start creating a rental contract. First the user must add an existing person as a tenant or create a new tenant. By pressing the “+” button right from the tenant entry a tenant can be added to the rental contract. For more information on how to create a tenant, refer to the fourth chapter of this document.

Figure 15: Creating a rental contract

After adding a tenant to the contract, a landlord should be added in a similar manner. By adding a landlord, the units owned by the landlord will show up in the “Units” section of the “Create rental contract” page and the “Bank Account” entry will be filled in for the landlord.



In the “Status” entry of the “Rental agreement” section a status needs to be picked for the contract. If a contract is already signed, the status “Signed” can be picked. In addition, a contract or other attachments can be added to the rental contract by uploading them or dropping them in the drag and drop field.

Rental agreement

Status

Rental agreement

Draft  
Draft  
Complete  
Signed

existing file Upload a new file Select upload folder

Drop files here to upload

Figure 16: Status and Attachments

After picking a status and uploading any attachments, the rental type can be selected. When the “Private rental” type is selected only a start date needs to be picked and a cancellation period needs to be specified. When the “Commercial rental” type is picked an end date and a renewal date can be picked as well.

Rental type

Private rental  
 Commercial rental

Start date 29-06-2022

End date 29-06-2023

Renewal date 13-06-2023

Cancellation period 2 Months

Figure 17: Filling in contract data

In the “Units” section the specific units owned by the landlord can be picked to link them to the rental contract.

Units

Unit index Unit location Availability Hide unavailable Unit type

<input checked="" type="checkbox"/>	64	Zichtakker 16, 6846KH Arnhem	Available	Appartment
-------------------------------------	----	------------------------------	-----------	------------

Close Save contract Allow tenants to sign

Figure 18: Units can be linked to the rental contract



Under the “Periodical” and “One-time” sections the payment information about the contract can be indicated. Additionally, rental indexations for a specific payment (such as base rent) can be set up by pressing on the “arrow pointing up” icon, which is located next to the “trashcan” icon. More information on setting up indexations can be found in chapter 3.2.

Finally, the contract can be saved by pressing the blue “Save contract” button. After the contract is saved the “Allow tenants to sign” button can be pressed to send login details to new tenants and to change the contract status to complete.

Periodical				
Type	Unit	Description	Net	Total
Netto huur	64	Base rent	€ 1.387,00	€ 1.387,00
Total		€ 1.387,00	€ 1.387,00	

One-time						
Type	Unit	Description	Invoice	Attachments	Net	Total
Borg	64	Deposit	<input type="checkbox"/>	<input type="checkbox"/>	€ 1.387,00	€ 1.387,00
Total		€ 1.387,00			€ 1.387,00	

Figure 19: Payment info can be filled in for the rental contract

### 3.2. Indexations

Indexations are used for increasing prices after a certain time period. There are multiple types of indexations. For example, one indexation method is called “Yearly CPI”, which could be used to increase the rental price based on the consumer price index. To set up an indexation, the “arrow pointing up” icon should be pressed, next to the “trashcan” icon. For this example, an indexation will be added for the base rent.

Periodical				
Type	Unit	Description	Net	Total
Netto huur	64	Base rent	€ 1.387,00	€ 1.387,00
Total		€ 1.387,00	€ 1.387,00	

Figure 20: The icon on the far right should be pressed to open the indexation menu



After the indexation or “Price changes” menu has popped up, details are shown regarding the payment that the price change will be applied to. A price change can be added by pressing on the “New rental price change” button.

The screenshot shows a window titled "Price changes" with a close button (X) in the top right corner. It is divided into two main sections. The first section, "Contract line", contains a table with the following data:

Type	Base rent
Unit	64 (Appartement) Klapbrug 82
Net (current)	1.387,00
<b>Total</b>	<b>1.387,00</b>

The second section, "Price changes", contains a table with the following headers: Applied, New rental price, Running date, Method, Remark, Alerts. Below the headers, it states "There are no rental price changes yet." At the bottom left of this section is a blue button labeled "+ New rental price change". At the bottom right of the window are "Cancel" and "Save" buttons.

Figure 21: The indexation/"Price changes" menu

For every price change that will need to be applied in the (near) future, a separate row can be added under “Price changes” by pressing on “New rental price change” as many times as necessary. Here, details for the price change can be added as well, such as the actual new price, the date on which the new price should be applied, the indexation method that is used, and a remark/description for

The screenshot shows the same "Price changes" window as in Figure 21, but now with two rows of price changes added to the table. The table has the following data:

Applied	New rental price	Running date	Method	Remark	Alerts
<input type="checkbox"/>	€ 1.471,47	01-01-2026	Manual indexing	Adjusted rental price 2026	Alert instellen...
<input type="checkbox"/>	€ 1.428,61	01-01-2025	Manual indexing	Adjusted rental price 2025	Alert instellen...

The "+ New rental price change" button is still visible at the bottom left. The "Cancel" and "Save" buttons are at the bottom right.

Figure 22: The indexations/"Price changes" menu with two added rows for two separate price changes on January 1<sup>st</sup> 2025 and 2026



the price change. Additionally, an alert can be added as a reminder for the price change. Finally, the “Save” button should be pressed.

After saving the changes, the overview of all indexations are shown in the overview, directly under the related payment.

The screenshot shows a software interface for managing periodical payments. At the top, there is a header 'Periodical' with a user icon. Below the header, there are several input fields: 'Type' (set to 'Netto huur'), 'Unit' (set to '64'), and 'Description' (set to 'Base rent'). To the right of these fields, there are two columns for 'Net' and 'Total', both showing the value '€ 1.387,00'. Below this, there is a section titled 'Huurwijzigingen' (Rent Adjustments) with a 'Modify...' button. This section contains a table with two rows of indexation data:

Amount	Start Date	Indexing Type	Description
1.471,47	Jan 1, 2026	Manual indexing	Adjusted rental price 2026
1.428,61	Jan 1, 2025	Manual indexing	Adjusted rental price 2025

At the bottom of the interface, there is a 'Total' row showing '€ 1.387,00' for both the 'Net' and 'Total' columns, with a plus sign icon next to the second value.

Figure 23: The overview of periodical payments, including the newly added indexations



## 4 Creating a Tenant

After pressing the “+” button on the “Create rental contract” page, a tenant can be selected for the rental contract. When the person is not existent in the system yet, the user can press on the “New tenant” button to create a new tenant.

NAME	INITIALS	FIRST NAME	SURNAME	EMAIL / PHONE NUMBER	ADDRESS	
De heer Doe	J.	John	Doe	test@example.com 0612345678		Edit Select
						Edit Select
						Edit Select
						Edit Select
						Edit Select
						Edit Select
						Edit Select
						Edit Select
						Edit Select
						Edit Select
						Edit Select
						Edit Select

Figure 24: Picking a tenant from the tenant list

After pressing the “New tenant” button all the information of the person can be filled in. Afterwards the “Save” button can be pressed to save the person to the system. When the person is saved to the system, they can be selected as a tenant for the rental contract.

**Personal information**

Type/Gender:  Company  Male  Female  Unknown

Title: \_\_\_\_\_

Initials: \_\_\_\_\_

First name: \_\_\_\_\_

Surname prefix: \_\_\_\_\_

Surname: \_\_\_\_\_

Contact e-mail address: \_\_\_\_\_

Private e-mail: \_\_\_\_\_

Other e-mail addresses: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Telephone number private: \_\_\_\_\_

Mobile phone number: \_\_\_\_\_

Onderschrift: \_\_\_\_\_

Other contact details: \_\_\_\_\_

Other remarks: \_\_\_\_\_

**Address**

Postal code: \_\_\_\_\_

Huisnummer + Toevoeging: \_\_\_\_\_

Street: \_\_\_\_\_

Place: \_\_\_\_\_

Municipality: \_\_\_\_\_

Province: \_\_\_\_\_

Country: \_\_\_\_\_

Location: \_\_\_\_\_

**Correspondence address**

Het correspondentieadres wordt gebruikt voor postinstuur en het ingevuld is. Let op! Voor vermelding van factuuradres wordt er indien ingevuld, gebruik gemaakt van het factuuradres.

Geadresseerde: \_\_\_\_\_

Ter attentie van: \_\_\_\_\_

Postal code: \_\_\_\_\_

Huisnummer + Toevoeging: \_\_\_\_\_

Straatnaam/Postbus: \_\_\_\_\_

Plaatsnaam: \_\_\_\_\_

Gemeente: \_\_\_\_\_

Provincie: \_\_\_\_\_

Country: \_\_\_\_\_

Figure 25: Creating a tenant



## 5 Tenant POV

To explore a tenant's perspective of the BIMBMS, several logins have been created for tenants that can be used:

### John Doe

Username: johnD

Password: johnD+rental

### Tracy Perry

Username: tracyP

Password: tracyP+rental

When tenants log into the BIMBMS they see the unit(s) that they currently rent, and the contracts connected to these units. Tenants are also able to create requests for repairs, can see all the requests for the complex and can see all the requests they have made. A complex manager notices the requests coming in and can create a work order directly from any request. If a BIM-model is present within the complex, tenants can create requests directly from the viewer. The viewer can be opened by clicking on the BIM-model. For more information on creating requests reference the requests manual.

The screenshot displays the BIMBMS interface for a tenant. At the top, there are navigation tabs: 'Theo Thijssenhuis', 'Complex details', 'Rental contracts', and 'Requests'. The main content area is divided into several sections:

- Complex information:** Features a 3D architectural rendering of a building and text identifying 'Theo Thijssenhuis' at 'Wibautstraat 2, 1091GM Amsterdam'. The landlord is listed as 'HvA real estate'.
- My active rental contracts:** A summary card showing 'LANDLORD: HvA real estate', 'COMPLEX: Theo Thijssenhuis', 'UNITS: 05A20 Wibautstr. 2, 05A22 Wibautstr. 2, 05A23 Wibautstr. 2', 'MONTHLY AMOUNT: 4,167.00', 'RENT ARREARS: 0.00', and 'PERIOD: 01-05-2022 - 25-05-2023'. A 'Details and actions' button is present.
- BIM models:** A card for 'Theo Thijssenhuis\_zones' (43.6 MB) with a date of '25-05-2022' and a checkmark.
- Requests:** A table with two tabs: 'All recent requests (1)' and 'My recent requests (1)'. The table has columns for STATUS, DATE, REQUESTER, and DESCRIPTION. One request is shown: 'In progress' on '03-06-2022 11:19' by 'Clara Hardin' with the description 'The walls in one of my units are in dire need of a paint job.' Below the table are 'Show all' and 'New request' buttons.

Figure 26: The BIMBMS from the tenant's point of view



*End of manual*

For other inquiries, please contact IRP at [contact@irp.nl](mailto:contact@irp.nl)