



 Chase Evans

Landlord App User Guide



Welcome To Chase Evans



Fri 14/12/2018 14:17
myaccount
Manage your account online

You will be invited to use our 'Online Portal' and 'Smartphone App' from myaccount@chaseevans.co.uk.

Dear Mark Smith,

Did you know you can manage your account with us online?

As part of our ongoing commitment to provide the very best service, you can now review your details with us online - available 24/7 for your convenience.

[Click here to get started!](#)

Your account registration key is: **fZ3rf4sc3**

Kind regards,
Chase Evans Property Management Team

Remember and save your registration key and click to get started.

HEAD OFFICE AND PROPERTY MANAGEMENT

The Strata Tower, 10 & 12 Walworth Road, London SE1 6EE

Property Management | T: +44 (0)20 3869 2191 E: propertymanagement@chaseevans.co.uk

Accounts | T: +44 (0)20 3869 2192 E: accounts@chaseevans.co.uk

Chaseevans

STRATA SE1



Please take a moment to open your account.

Since this is the first time you've used our online agency service, we just need to confirm a few details with you.

Full name:

Create a password

You will need your password when logging into this service in the future.

Your password must be at least 4 characters long.
Avoid using common words or something easy to guess.
We can reset your password for you if you forget it later.

Create your password:

Confirm your password:

Open My Account

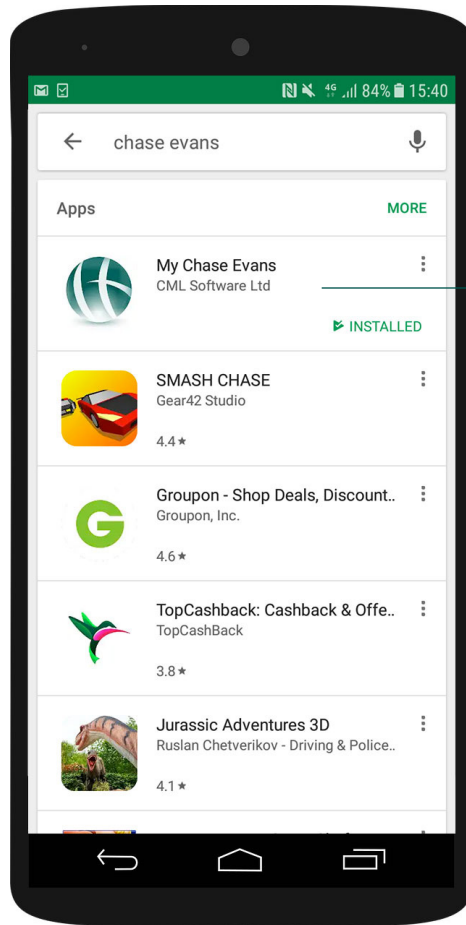


When you first login you will need to create your password.

Getting The App

When you have registered through your email invite you will then be able to start using our smartphone app.

A quick search on your app store for “Chase Evans “ will bring up the app and will be labelled CML Software Ltd - this is our software provider. Simply click to download and install.

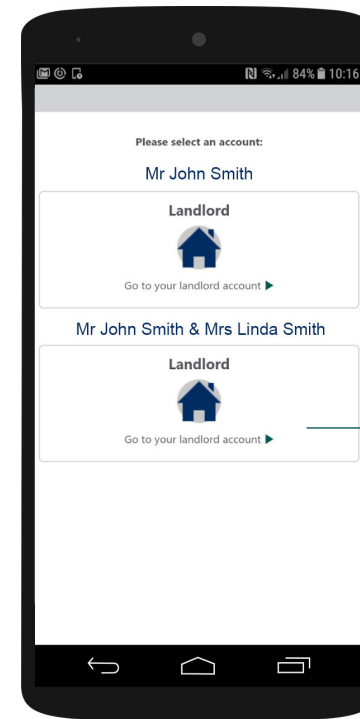
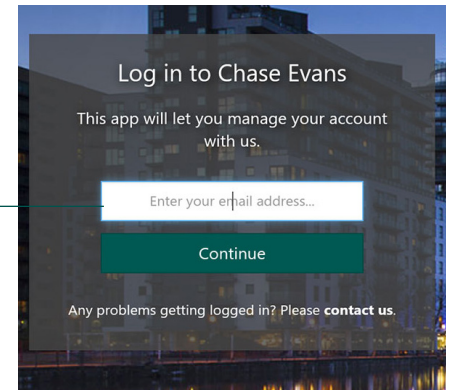


Locate our App with Chase Evans logo.

Logging In

Upon opening the app you will be prompted to login.

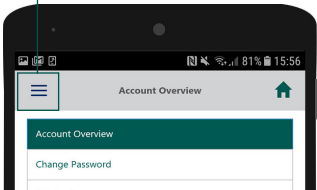
Enter email, you will then be prompted to enter your password. If you have forgotten any details there are options to request them.



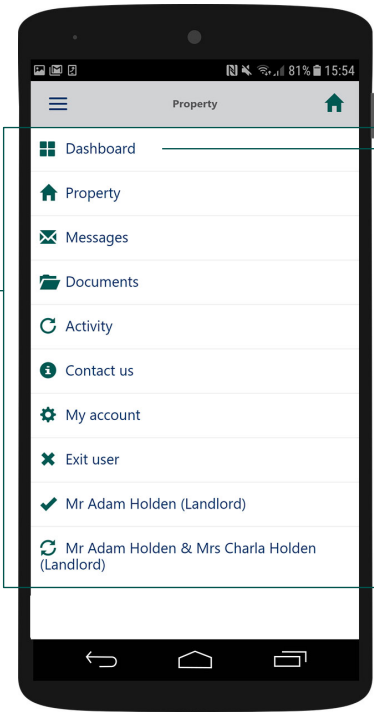
If you have multiple companies setup you will be prompted which account you wish to login to.

Basic Navigation

Upon successful login you will have two options to navigate.
Firstly click on the menu icon to bring up the basic menu.



You can just
navigate direct
from the menu.

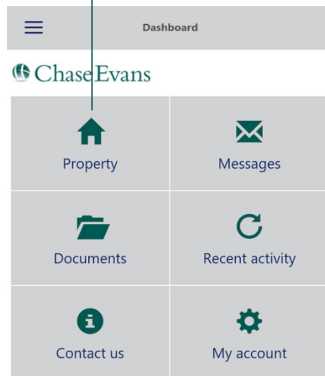


Click on '**Dashboard**'
to bring up full menu.



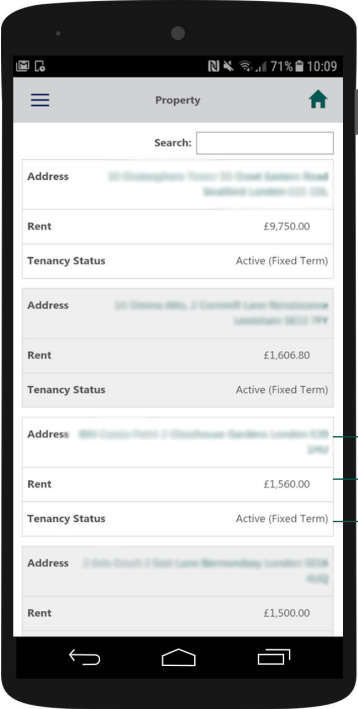
Your Property

To view your properties click on the property tab.

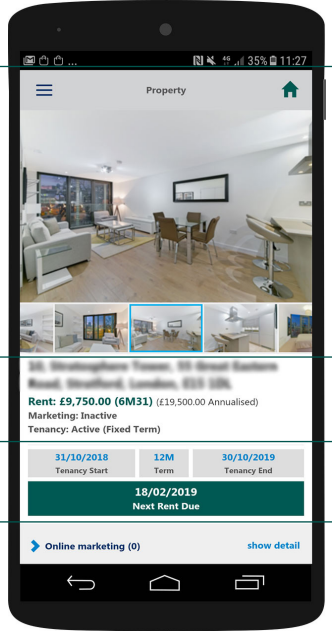


Your Property

Each property will be listed along with your rental price and the status of the tenancy.

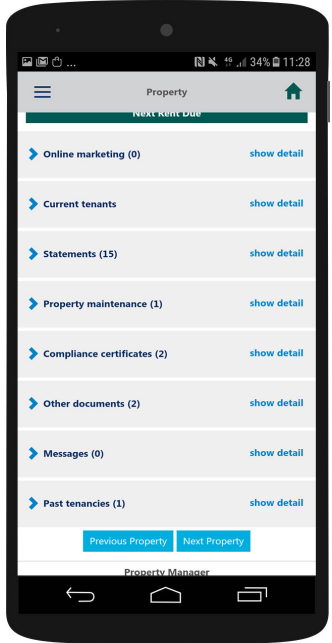


Address
Rental Price
TenancyStatus



After selecting a property you will see the marketing photos, address and monthly rent.

Basic information on your current tenancy.



Scroll down further to view various documents.

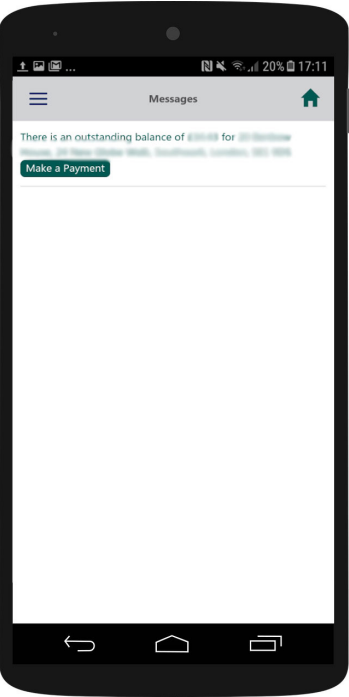
You will be able to download and view a number of documents from this menu, from compliance, to statements, work orders and maintenance fees.

You can also view past tenancies of the property as well as any messages sent from Chase Evans.

Additional navigation allows you to view the next property.

Messages

To view your messages click on the messages tab.

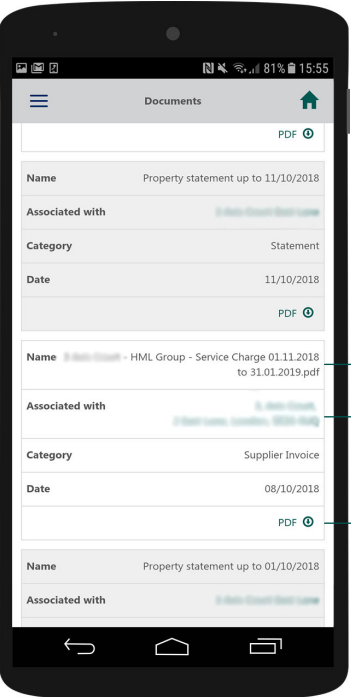


Within the messages you will have messages from Chase Evans.

These could include unpaid invoice reminders, property management or any other updates regarding your tenants or properties.

Documents

To view and download any related documents select documents on the dashboard.

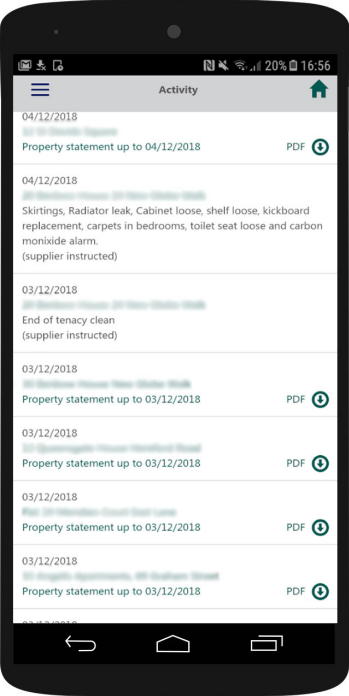


Any important documents are available for download, this may be property statements, invoices, inventory reports etc...

- Name of the document
- Property the document is related to.
- Click to download the document

Recent Activity

To view all your recent activity select the activity icon.

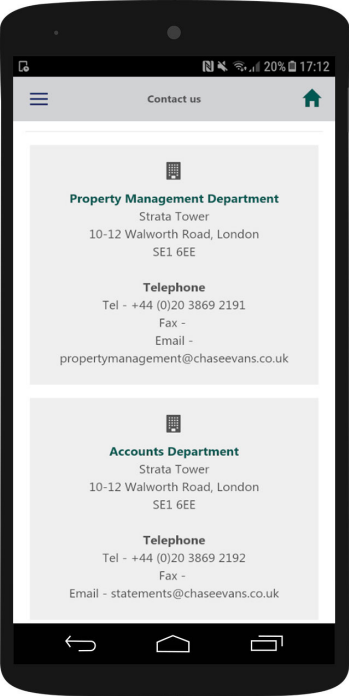
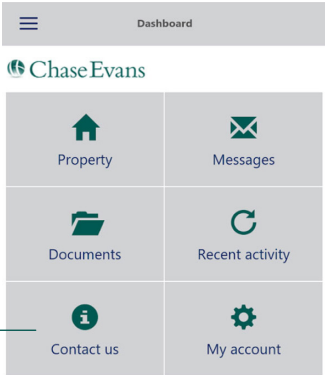


The 'Recent Activity' tab will include all work orders, statements and invoices for each of your properties.

You can also download related documents for each activity.

Contact Us

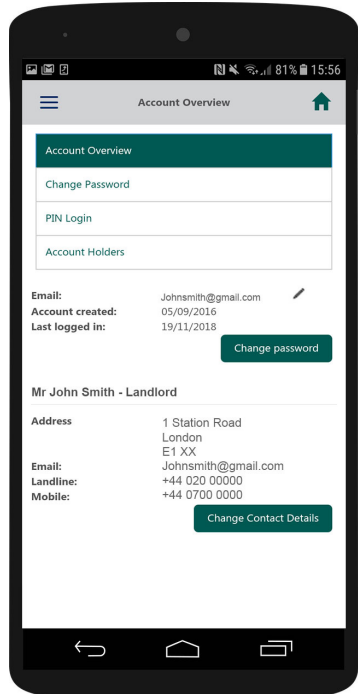
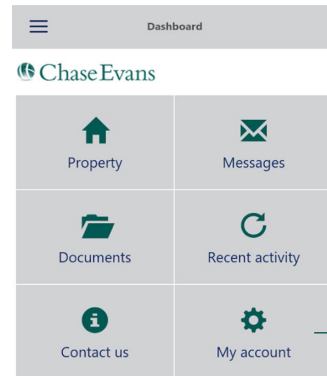
All our contact details can be found in 'Contact Us' tab.



For any further questions you can find contact details for all our offices in London and across Asia.

My Account

Click the cog icon to go to 'My Account'



Your account overview will allow you to change your password and set a PIN, as well as having details of the individuals on the account (yourself and perhaps a partner if you are joint landlords).

