

Rent collection and late payment follow-up

This workflow automatically collects rent payments and manages late payment follow-up through escalating communications and actions. It reduces manual effort while improving collection rates and tenant relationships.

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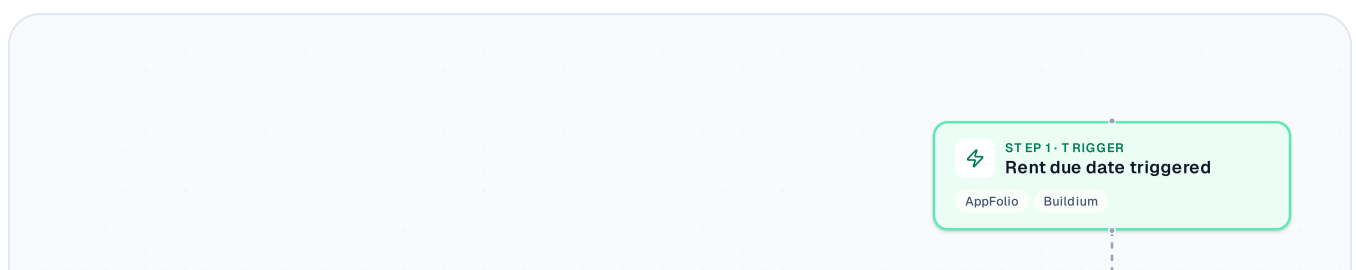


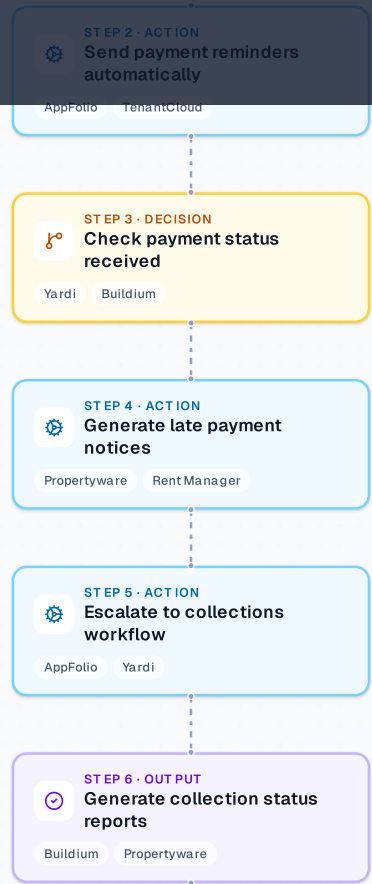
WORKFLOW TRIGGER

Rent due date arrives for all active tenants

Visual Flow

Each node represents an automated step. Connections show how data and decisions move through the workflow.





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Step-by-Step Breakdown

Detailed explanation of each automated stage in the workflow.

1

⚡ TRIGGER

Rent due date triggered

The system detects that rent is due for active tenants and initiates the collection process. All tenant lease data is pulled to identify payment amounts and methods.

2

 ACTION

Send payment reminders automatically

Automated payment reminders are sent via email and SMS to all tenants 3 days before and on the due date. Messages include payment amounts and preferred payment methods.

AppFolio

TenantCloud

3

 DECISION

Check payment status received

The system verifies which tenants have made payments by the due date and identifies those with outstanding balances. Payment records are automatically reconciled against tenant accounts.

Yardi

Buildium

4

 ACTION

Generate late payment notices

For tenants with unpaid rent, the system automatically generates and sends late payment notices with applicable fees. Legal compliance requirements for the jurisdiction are automatically applied.

Propertyware

Rent Manager

5

 ACTION

Escalate to collections workflow

After 10 days past due, accounts are automatically flagged for collections and property managers receive notifications. Payment plan options may be automatically offered based on tenant history.

AppFolio

Yardi

6

OUT PUT

Generate collection status reports

Comprehensive reports are created showing collection rates, outstanding balances, and tenant payment patterns. Property managers receive daily dashboards with actionable insights.

Buildium

Propertyware



Outputs

- Automated payment reminders sent
- Late payment notices generated
- Collection status reports created



Key Metrics

- Rent collection rate percentage

- Average days to collect late payments

AI Business OS



Tools & Integrations

- AppFolio
- Buildium
- Yardi
- Rent Manager
- TenantCloud
- Propertyware

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