



TenantProof

Proof-ready rental records for small landlords

USER GUIDE

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Massive Technologies Inc. · Part of the Proof Family

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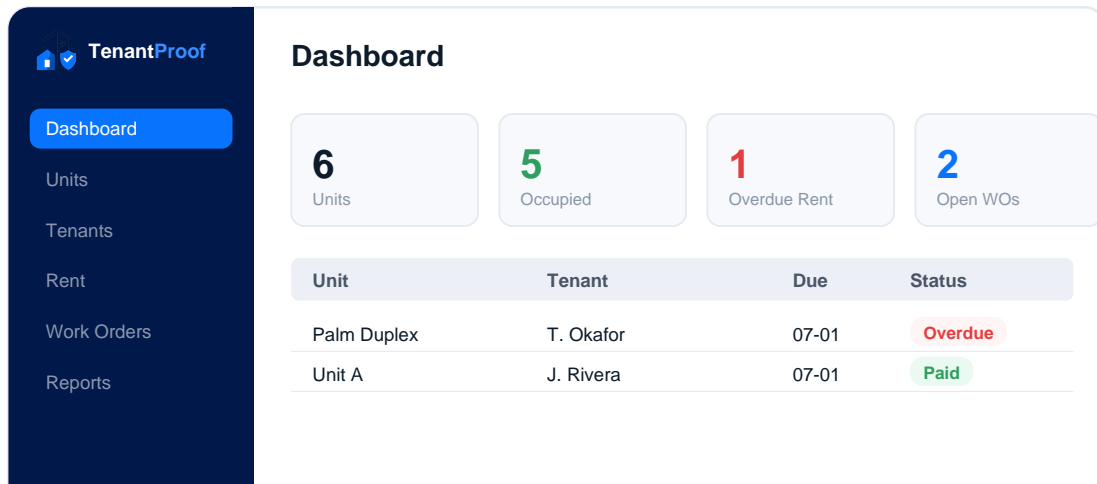
Getting the most out of TenantProof

1

Getting Started

Your first few minutes in TenantProof

TenantProof runs right in your web browser — there's nothing to install. When you first open it, you'll see a sign-in screen. Enter your name, email, and the name of your rental business to create your workspace. The app opens preloaded with demo data — sample units, tenants, leases, and rent charges — so you can explore every feature before entering your own information. Whenever you're ready to start fresh, use Settings → Data / Backup → Reset Demo Data.



The screenshot shows the TenantProof dashboard. On the left is a dark blue sidebar with the TenantProof logo and a home icon. The sidebar menu includes: Dashboard (highlighted in blue), Units, Tenants, Rent, Work Orders, and Reports. The main dashboard area is titled "Dashboard" and features four summary cards: 6 Units, 5 Occupied, 1 Overdue Rent, and 2 Open WOs. Below these cards is a table with the following data:

| Unit | Tenant | Due | Status |
|-------------|-----------|-------|---------|
| Palm Duplex | T. Okafor | 07-01 | Overdue |
| Unit A | J. Rivera | 07-01 | Paid |

Demo Mode

The banner at the top reminds you data is stored in this browser only. Download a backup from Settings before clearing your browser or switching computers.

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Units & Occupancy

The foundation of everything else

Units are the heart of TenantProof — every lease, rent charge, and work order connects back to one. Open the Units tab and use the form to add each property or door you manage.

- Give each unit a clear label (e.g. “123 Palm St — Unit A”) so it's easy to find later.
- Set the unit's status to Active. When a unit is sold or retired, Archive it — archived units keep their history but no longer count toward your plan's unit limit.
- Record beds, baths, and market rent to power the occupancy and rent-roll reports.

Plan limits

Free covers up to 3 units, Pro up to 20, and Business is unlimited. If you hit your limit, the app points you to the Billing screen to upgrade.

The Units table shows occupancy at a glance, and the search box filters instantly as you type — handy once you're managing more than a handful of doors.

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Tenants & Leases

Connecting people to properties

Add tenants under the Tenants tab, then create a lease to link a tenant to a unit. A lease captures the monthly rent, the day rent is due, and the lease term.

- When you create a lease, TenantProof automatically adds the tenant as the primary occupant of that unit — no double entry.
- Each unit can have only one active lease at a time, so your records never contradict themselves.
- Need to move a tenant out? End the lease. Rent charges already generated are preserved for your records.

Deleting tenants

A tenant who is on a lease can't be deleted until you end or remove that lease first. This protects you from orphaned records that would show blanks on your reports.



The screenshot shows the TenantProof interface. On the left is a dark blue sidebar menu with the following items: Dashboard, Units, Tenants (highlighted in blue), Rent, Work Orders, and Reports. The main content area is titled "Tenants" and contains a table with the following data:

| Tenant | Unit | Lease | Rent |
|-----------|--------|--------|---------|
| J. Rivera | Unit A | Active | \$1,600 |
| M. Chen | Unit B | Active | \$1,450 |

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Tracking Rent

From monthly charges to paid in full

The Rent tab is where you keep on top of who owes what. Pick a month and click Generate Charges — TenantProof creates a rent charge for every active lease, skipping any that already exist so you never double-charge.

Each charge can then be worked:

- Mark Paid records payment in full and settles the balance.
- Partial logs a payment toward the balance — enter the amount, method, and an optional reference number. The status becomes Partial and the remaining balance is tracked.
- Late Fee adds a fee to the charge total.
- Waive excludes a charge from rent tracking (say, a negotiated concession). You can Unwaive it later.

Always adds up

Payments are recorded as a ledger against each charge rather than a simple paid/unpaid flag, so partial payments, late fees, and balances always reconcile — exactly what you want at tax time.

Overdue vs. status

A charge is flagged Overdue whenever it has a balance and its due date has passed — even if a partial payment came in. The Late Rent report and dashboard use this real math, so nothing slips through.

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Work Orders

A clean history of every repair

Log maintenance requests under the Work Orders tab. Give each one a title, assign it to a unit, and optionally pick one of your saved maintenance contacts — the vendor's name and phone fill in automatically.

- Track status from open through completed, and record the actual cost when the work is done.
- Completed work orders can be tied to an expense, so repair spending flows straight into your tax summary.
- Save your go-to plumber, electrician, and handyman under Settings → Maintenance Contacts for one-tap assignment.

| Job | Unit | Status | Cost |
|----------------|--------|-----------|-------|
| Leaking faucet | Unit A | Completed | \$120 |
| HVAC service | Unit B | Open | — |

Need more power?

For photo capture, offline field updates, and full dispatch workflows across residential, commercial, and affordable housing, WorkOrderProof is the dedicated companion app — with a Proof Family discount for Business subscribers.

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Expenses & Tax Prep

Make April a five-minute export

Record every expense under the Expenses tab and assign it a category modeled on Schedule E — repairs, maintenance, insurance, utilities, management, and more. Filter by year to focus on the tax period you care about.

- Attach expenses to work orders so repair costs are captured once and counted everywhere.
- The Tax Summary report totals income and expenses by category and year — the exact shape your accountant wants.

Export-ready numbers

When you export to CSV, dollar columns come out as clean numbers (not "\$1,600.00" text), so your spreadsheet or accountant's software can add them up immediately.

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Reports & Exports

Proof, on demand

The Reports tab turns your records into professional documents. Choose from seven reports:

- Rent Roll — every active lease and its rent
- Late Rent — overdue balances that need attention
- Unit Occupancy — who's in, what's vacant
- Rent Charges — the full charge ledger
- Work Orders — maintenance history and costs
- Expense Detail — line-by-line spending
- Tax Summary — income and expenses by category

Every report can be printed (or saved as PDF from the print dialog) and exported to CSV. Report headers carry your business name, contact details, the date generated, and your logo.

Always branded

If you haven't uploaded a logo, reports carry the TenantProof mark. On Pro and Business, upload your own logo under Branding and it appears on every report and export instead.

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Branding & Settings

Make it yours

The Settings tab groups everything about your account: Organization details, Branding, Team, Maintenance Contacts, Data / Backup, and Integrations.

- Branding (Pro & Business): upload a logo and choose a color theme — TenantProof Blue by default, or the classic Navy & Gold.
- Team: invite the people who help you manage — up to 3 on Pro, 20 on Business. Keep at least one owner on the account.
- Data / Backup: download a full backup of your workspace as a file, and restore it any time. Do this before clearing your browser.

Back up before you clear

Because the current version stores data in your browser, clearing browsing data removes your records. A downloaded backup restores everything in one click.

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Plans & the Proof Family

Grow at your own pace

MOST POPULAR

Free
\$0

Up to 3 units
1 user
All reports & CSV

Pro
\$19/mo

Up to 20 units
3 users
Logo & themes

Business
\$49/mo

Unlimited units
20 users
10% Proof Family

TenantProof is part of the Proof Family — purpose-built tools that work better together. Business subscribers save 10% on the others with code PROOFFAMILY10 at checkout.

- ConstructProof — professional inspection reports and photo documentation for move-in, move-out, and maintenance.
- WorkOrderProof — a full maintenance operations platform for teams (launching soon).

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Tips & Good Habits

Small routines that pay off

- Generate rent charges at the start of each month, then log payments as they arrive — your dashboard stays accurate all month.
- Record expenses the day they happen; a two-minute habit turns tax season into a single export.
- Download a backup monthly, and always before switching devices or clearing your browser.
- Save your regular vendors as maintenance contacts so logging a repair takes seconds.
- Upload your logo (Pro/Business) so every report you hand a tenant or accountant looks unmistakably yours.

That's the whole workflow

Units → tenants → leases → rent, repairs, and expenses → branded reports. Keep those records current and you'll always be able to prove it.



TenantProof

Smarter records. Simpler landlording.

