TESCOSW

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Application Manual

leasa+

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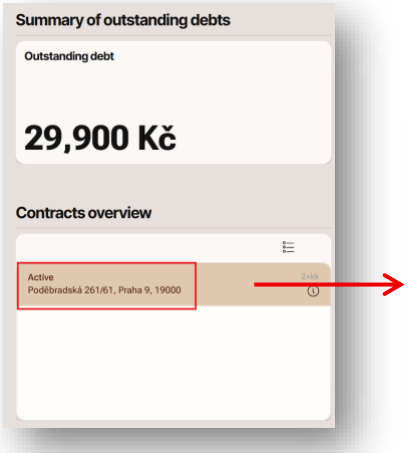
Introduction to the portal application leasa+

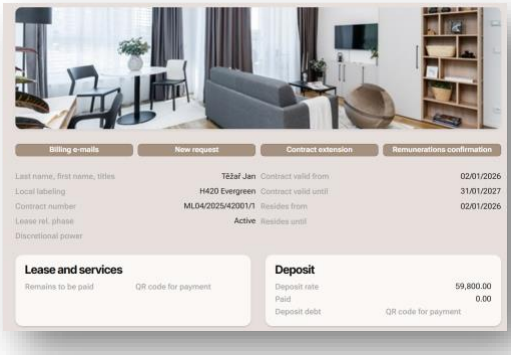
The application provides convenient online access to data regarding rental housing.

It enables fast and efficient communication between the tenant and the landlord through a simple and clear web interface. For example, it allows tenants to easily change their contact details from the comfort of their home, register or deregister additional occupants in the apartment, or report a breakdown, defect, or other technical request.

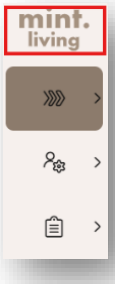
Basic Navigation in the Application:

Home page with tiles and overviews = clicking on a selected element takes you to the specific detail/overview

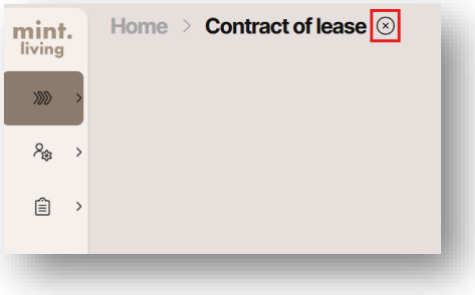




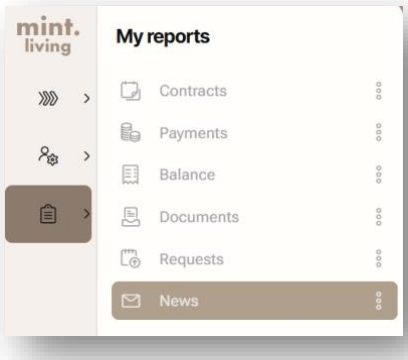
- You can return to the home page at any time by clicking on the mint.living logo in the top left corner



- You can return to the previous screen using the icon at the top of the screen



- Individual sections are also accessible from the menu on the left side of the screen

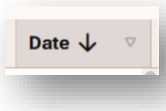


Field Visualization in the Application:

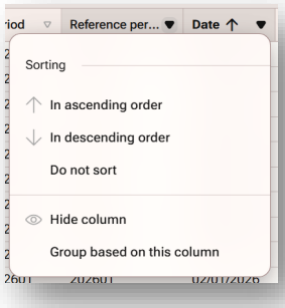
- White background fields = optional to fill in
- Yellow background fields = mandatory to fill in
- Brown button = allows you to perform an action
- Light brown background field = the record currently in Focus
- Icon ⓘ = displays record details
- Icon = displays the complete overview
- Icon = allows switching overview forms between horizontal and vertical layouts and vice versa
- Icon = allows adding a form to favorites for easier access from Quick Access

Working with Lists:

- Sorting by a specific column is enabled by clicking on the column header. The sorting order (descending vs. ascending) is indicated by an arrow.



- Clicking the header repeatedly changes the sorting order.
- In the column headers, you can also hide columns or group by that specific column.



Language Mutations

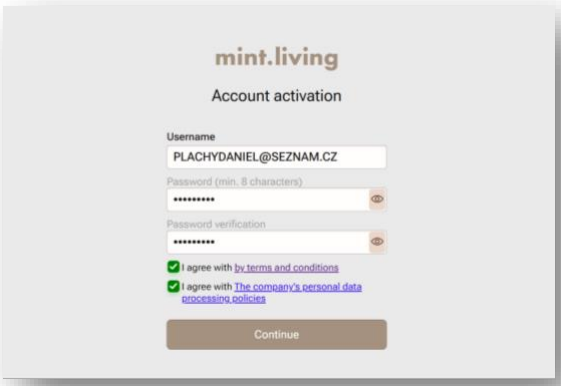
- The language can be switched on the login screen of the leasa+ application by selecting a value from the "Language" field.
- On the account activation page, forgot password recovery page, terms and conditions approval screen, registration form screen, and the main screen, the language switcher is available in the form of flags.

1. Description of the leasa+ Application

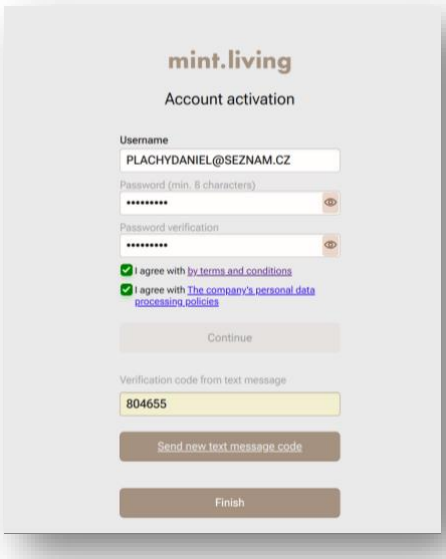
1.1. Account Activation

Account activation is a prerequisite for working in the leasa+ application. It is carried out based on an informative email containing an activation link and a generated username.

Clicking the activation link opens a page where you can set your application password and agree to the Terms and Conditions and the Company's Privacy Policy.



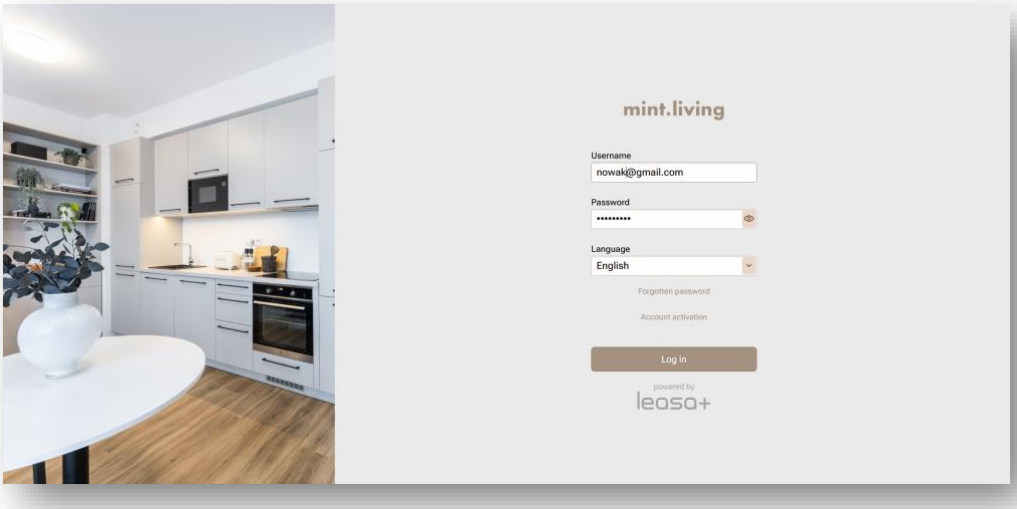
After clicking the **Continue** button, for security reasons, an SMS is sent to the phone number registered in the landlord's system before the password itself is set. The SMS contains a code to be entered into the verification field to confirm activation. If the SMS does not arrive, you can request a new code.



After pressing the **Finish** button, the user account will be activated, and you can log into the leasa+ application.

1.2. Login Page

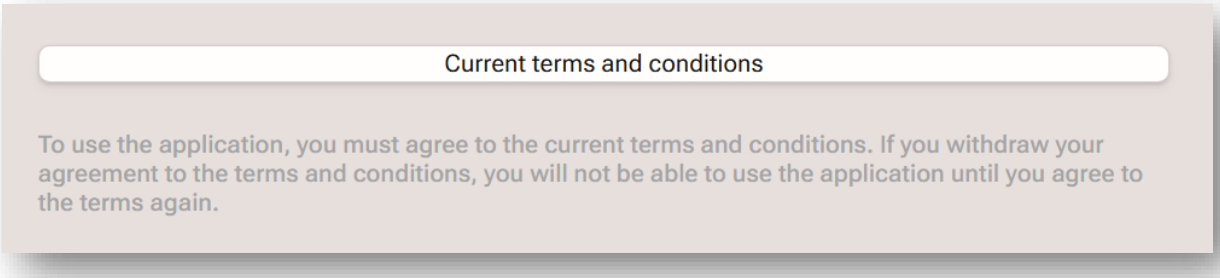
This page is used to log into the application, redirect to the password recovery page, or request a new activation link.



1.2.1. Login

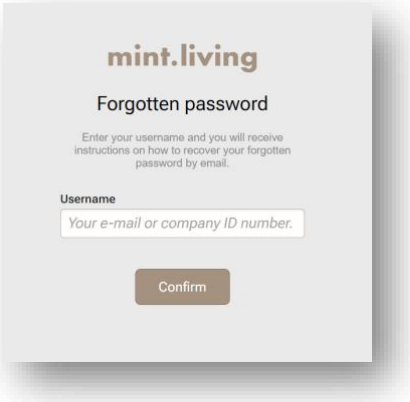
To log in, you must know your username and password.

After entering the correct details, you will be logged into the application. If you have not yet agreed to the portal's terms and conditions of use, you must accept them before entering the application.



1.2.2. Forgotten Password

The **Forgotten Password** option leads to a page where you can request a password reset.

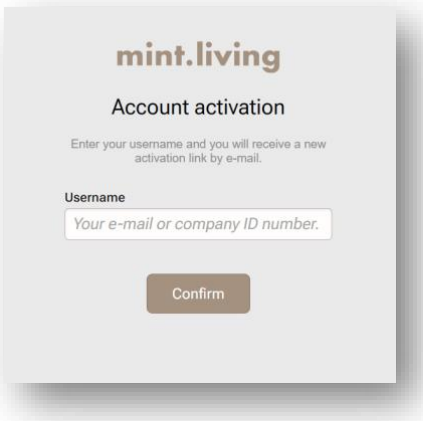


You must enter your username and press the **Confirm** button. Within a few seconds, an email containing a URL link for password recovery will arrive.

The link leads to a page where you can choose a new password. After confirmation, authorization via SMS code will take place again, identical to the account activation process, se chapter 1.1.

1.2.3. Account Activation

The **Account Activation** option leads to a page where you can request a new activation link. This is useful if your original activation link has expired.

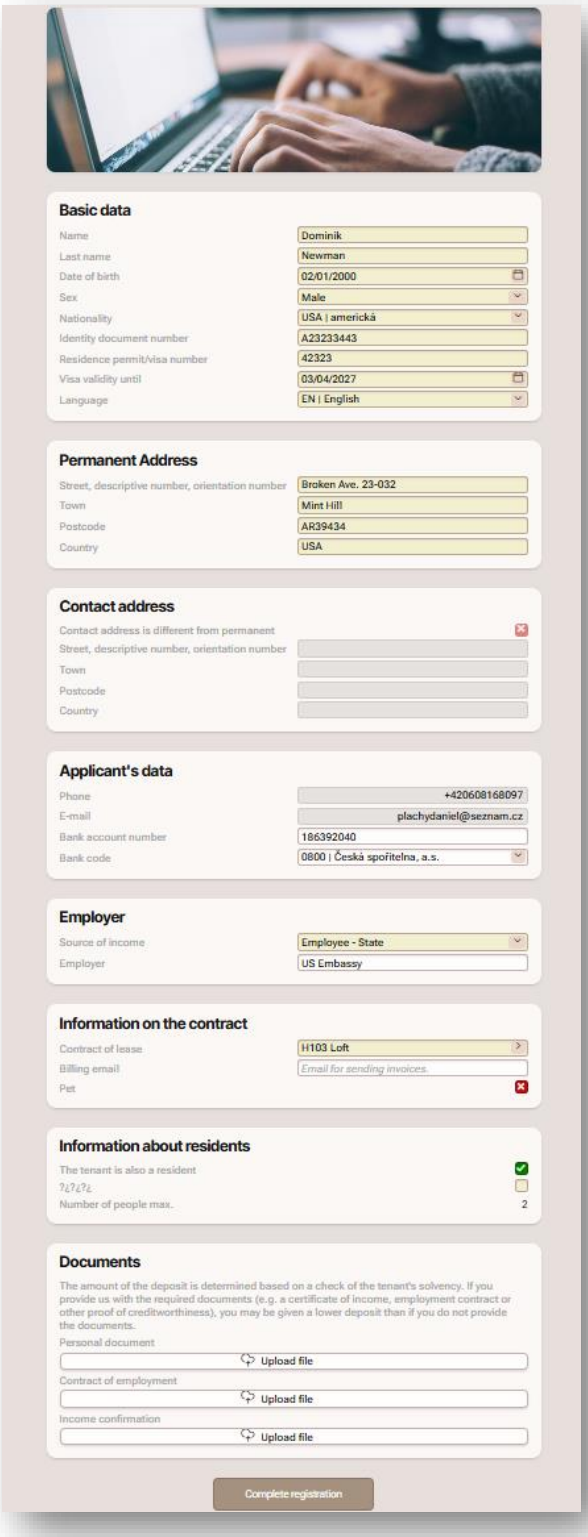


You must enter your username and press the **Confirm** button. Within a few seconds, an email with a URL link for account activation will arrive.

The link leads to the page where the activation is performed, see chapter 1.1.

1.3. User Registration

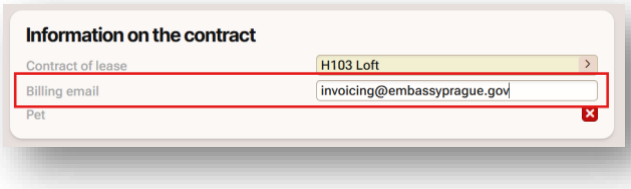
For new clients without prior registration, the **User Registration** form is displayed.



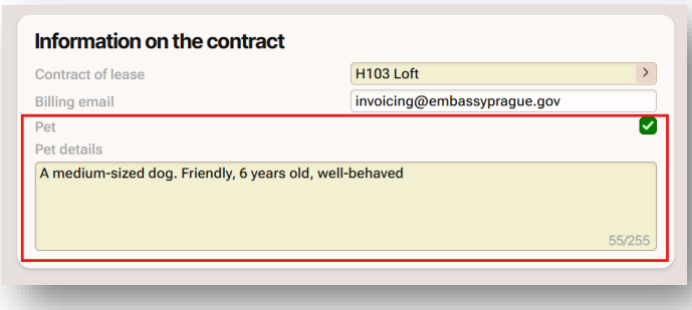
This form displays all the data that the landlord already has available in their system. The user can modify the details and fill in any missing information.

Yellow fields are mandatory.

For the lease agreement, you can enter an email address used for **electronic invoicing**



and information about a **pet**, including its description:.

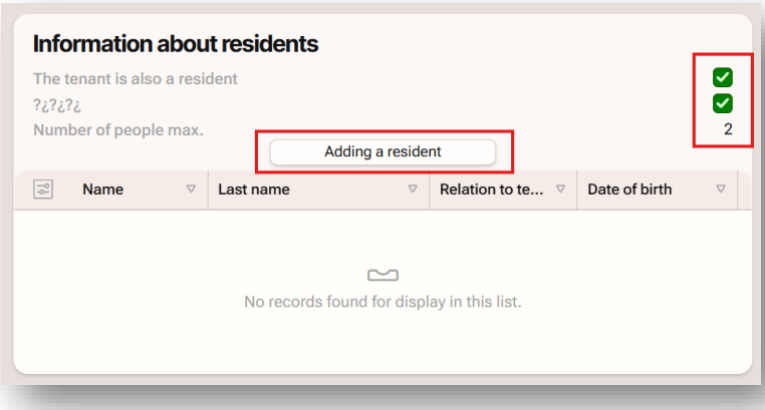


For legal entities, you can also enter the person authorized to sign documents into the **Power of Attorney** field.

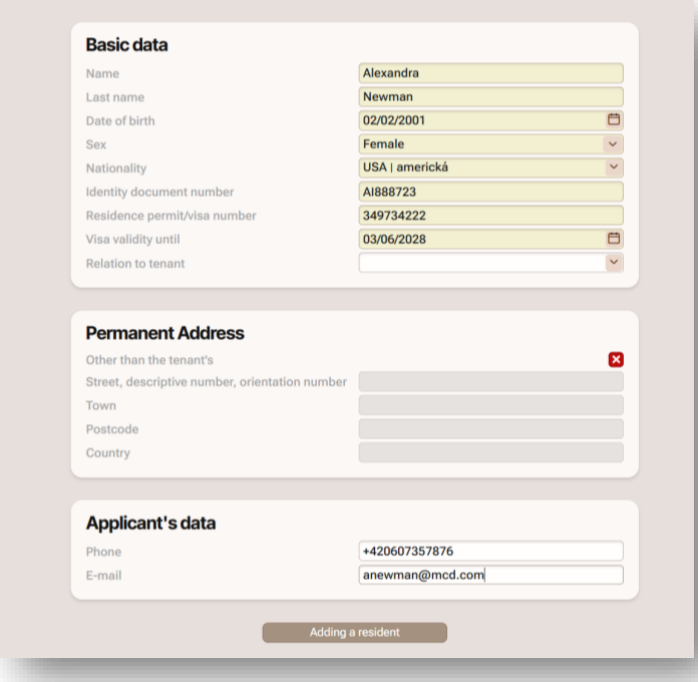
Next, you will be given the option to enter the residents living in the apartment. All persons who will reside in the apartment should be entered. The tenant does not need to enter themselves.

Max number of persons indicates the maximum allowed number of residents in the apartment, including the tenant (if **Tenant is also an resident** is set to YES). The system will not allow you to exceed this number.

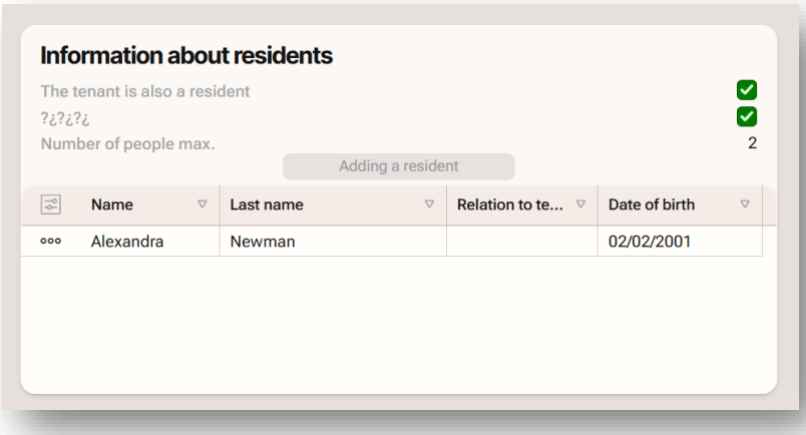
Adding a resident is done using the **Add a resident** button.



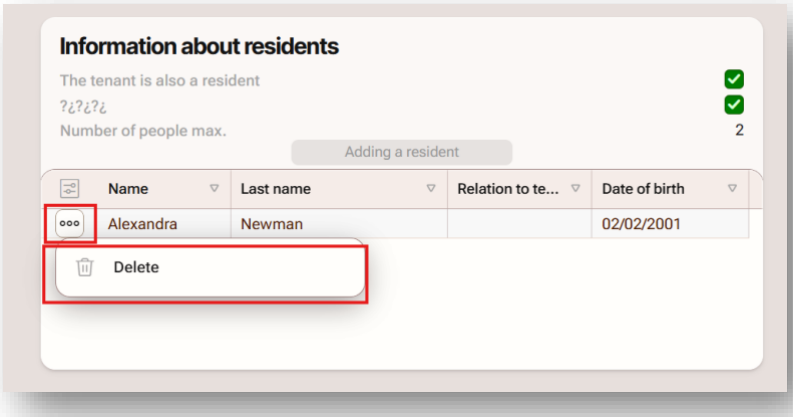
The client fills in the details for the resident and presses the **Adding a resident** button.



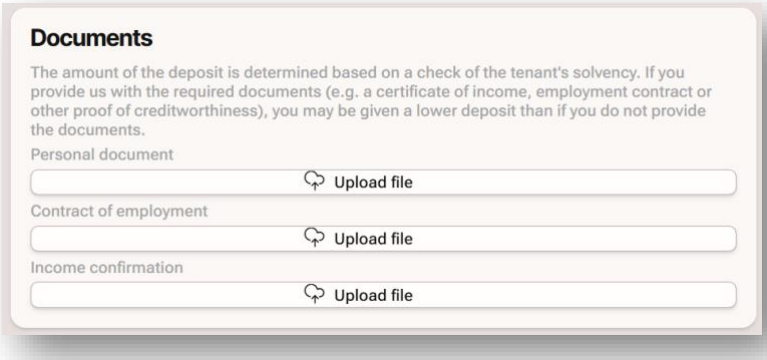
The resident is now registered in the registration form.



An already registered resident can be deleted using the option in the three-dots menu.



In the final section of the registration form, documents required to expedite the initiation of the contractual rental relationship are uploaded.



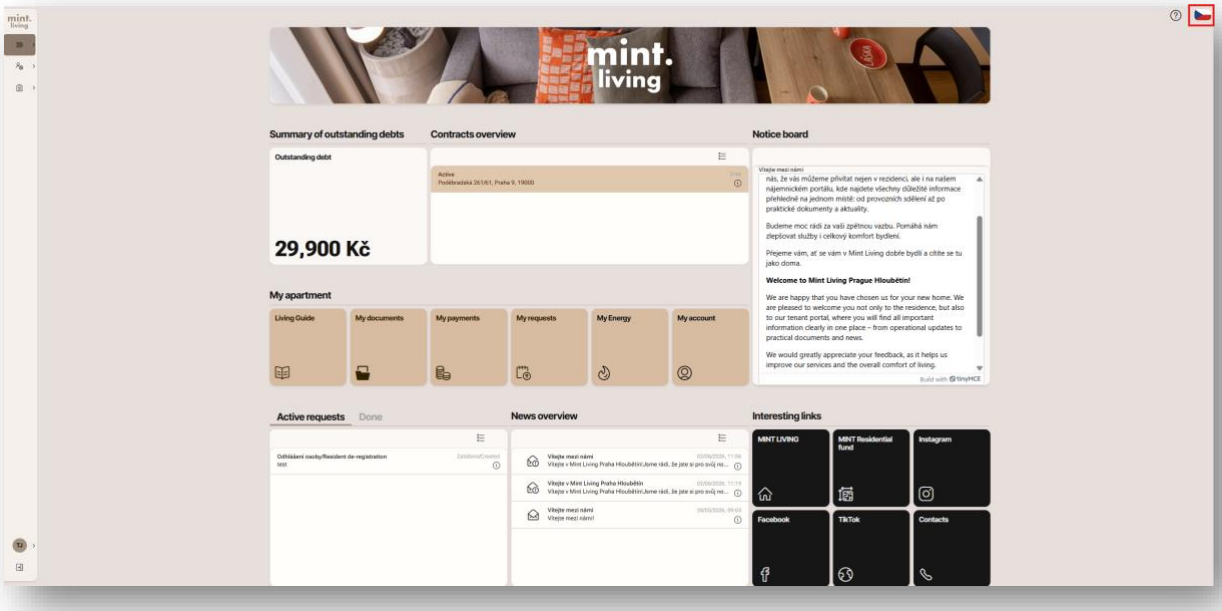
From legal entities, only a document verifying the power of attorney is required.

Clicking the **Finish** button starts the process that writes all the information provided by the client into the landlord's system.

1.4. Main Page

After logging into the application, the client arrives at the main page, where the main menu is available on the left side, and the client dashboard is located in the middle of the screen.

In the top right corner, there is a flag icon with the option to switch to another language. If the application is loaded in Czech, the British flag is displayed, and vice versa.



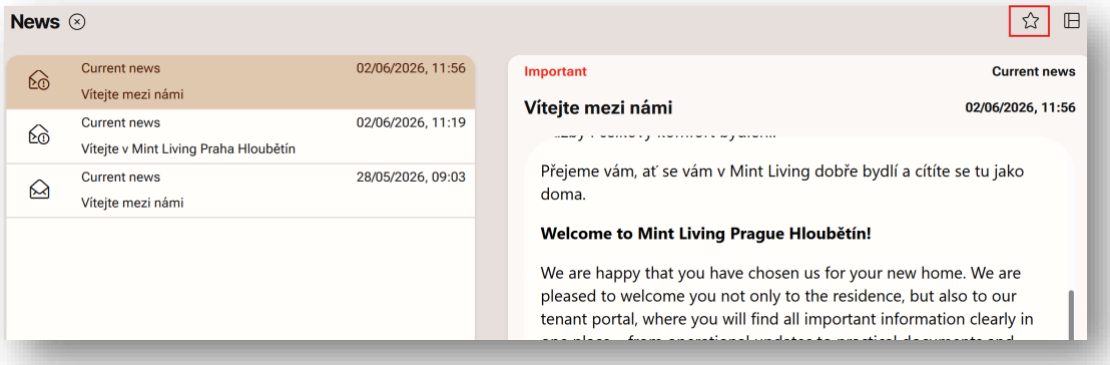
1.4.1. Menu

The top icon in the Menu redirects the client back to the dashboard.

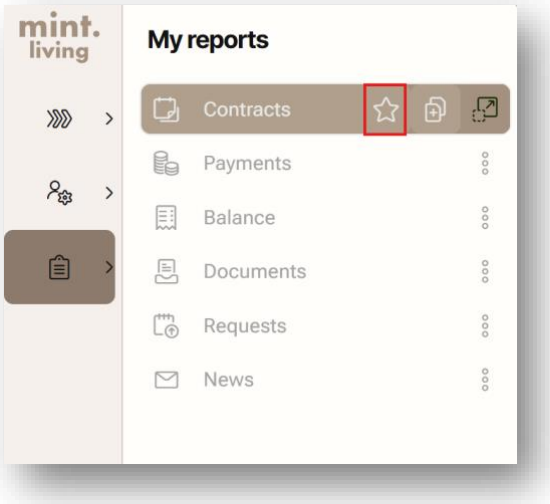
Below the icon, there are menu options for **Quick Access**, **My Account**, and **My Reports**, represented by icons.

Quick Access allows the user to search using keywords among the forms in the menu, quickly move between open forms, or select recently opened forms or favorites.

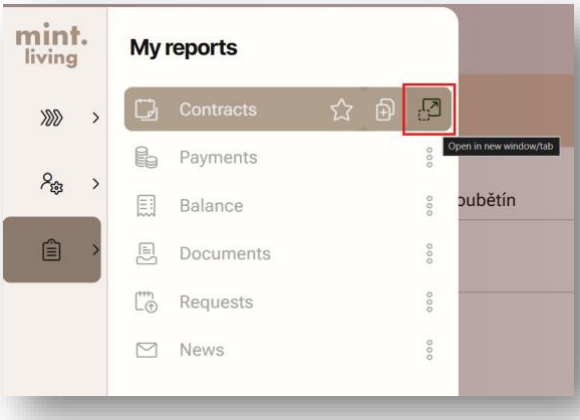
Screens can be added to favorites using the star icon in the top right corner of the form.



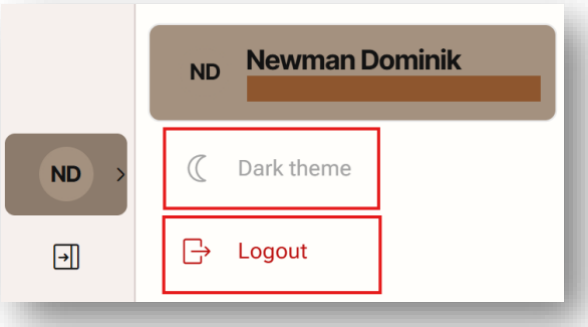
or directly in the application menu.



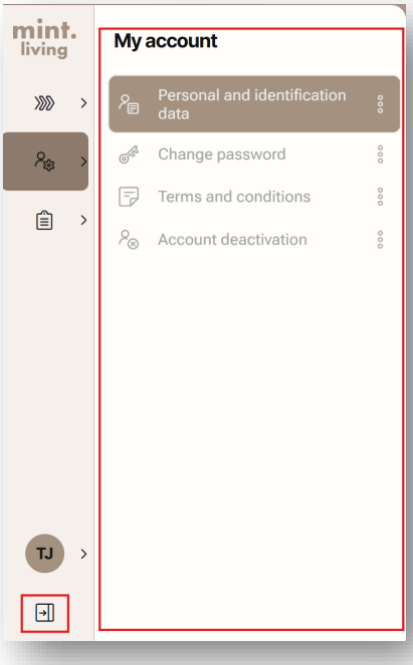
On each menu item, there is an option to display the selected screen in a new browser tab.



The user menu is located in the bottom left corner of the screen. It allows **changing the application's color theme** and **logging out**.



The icon with the arrow pins the menu panel so that it remains open at all times, or collapses after a choice is made.

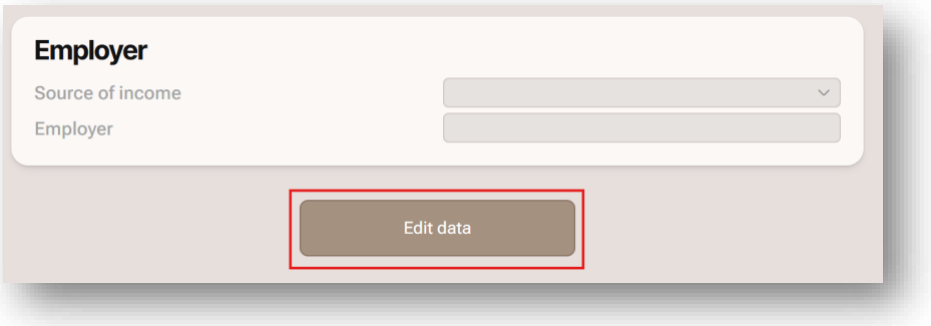


1.4.1.A My Account

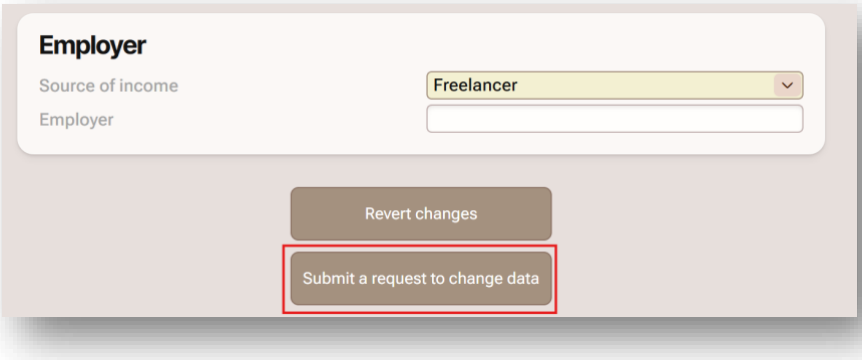
A.I. Personal and Identification Data

Basic personal data for individuals and identification data for legal entities are displayed here. Furthermore, information about permanent residence address, contact address, email, and phone number is available. Bank details and employer information can also be viewed.

Clicking the **Edit Data** button displays a form that can be edited after clicking the button. You can thus change your information.



Changes must be confirmed by clicking the **Submit a request to change data** button. Some changes require review and approval from the landlord, while others are updated instantly (phone, email, bank account). An administrative request is created for every change.



All your requests can be viewed in the **Requests** overview, see chapter B.IV.

A.II. Change Password

You can change your password after entering your original password and a new password.

A.III. Terms and Conditions

In this section, you can read the current Terms and Conditions of the application.

If consent to the Terms and Conditions is withdrawn, you will be logged out of the application. Consent is required upon logging in again.

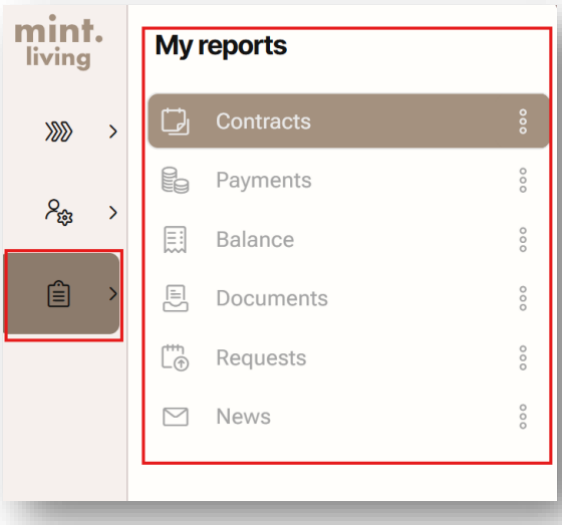
A.IV. Account Deactivation

Deactivation will invalidate the account, and it will not be possible to log into the application.

A deactivated account can be reactivated at any time. Simply request an activation link on the application login page, see chapter 1.2.3.

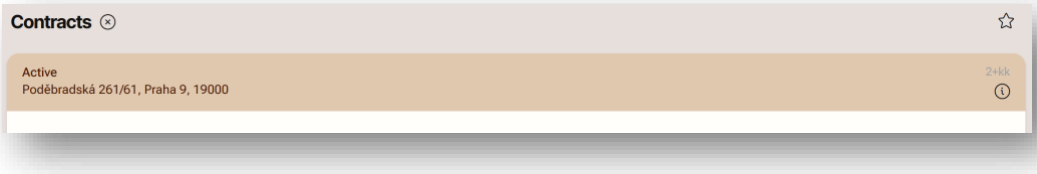
1.4.1.B My Reports

My Reports provide the ability to view all information for your contracts from one place.



B.I. Contracts

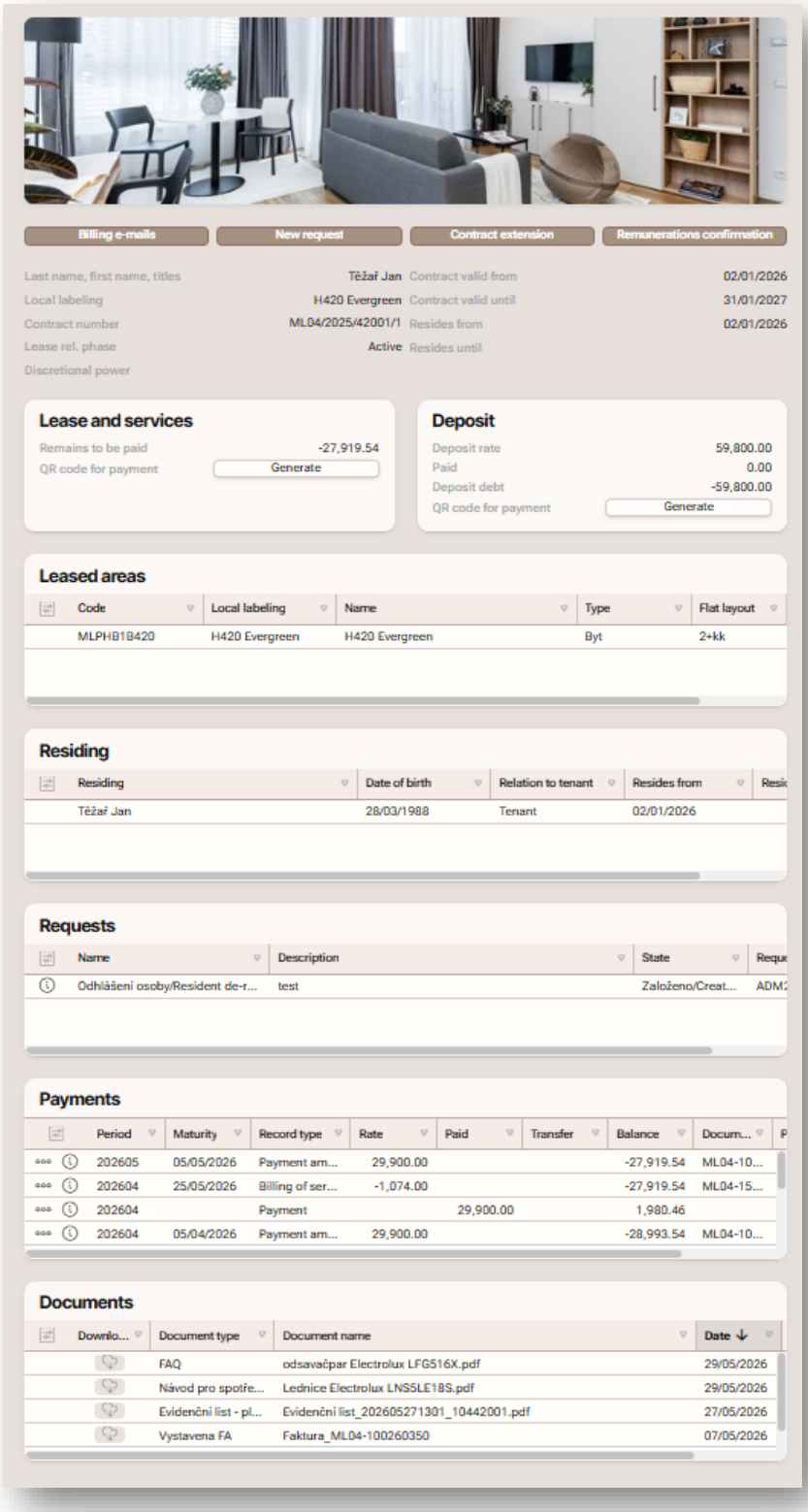
The **Contracts** overview provides a list of all your active contracts, contracts in preparation, and terminated contracts with outstanding receivables, or contracts terminated within the last year where everything has already been paid.



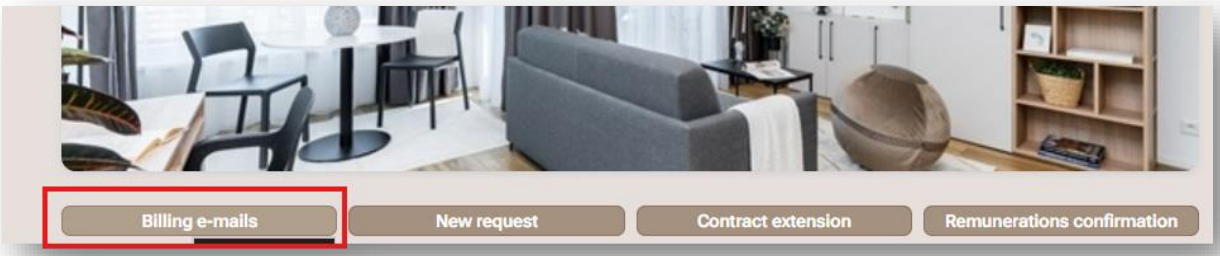
You can view **contract details** from the list using the ikon ⓘ

Contract Detail

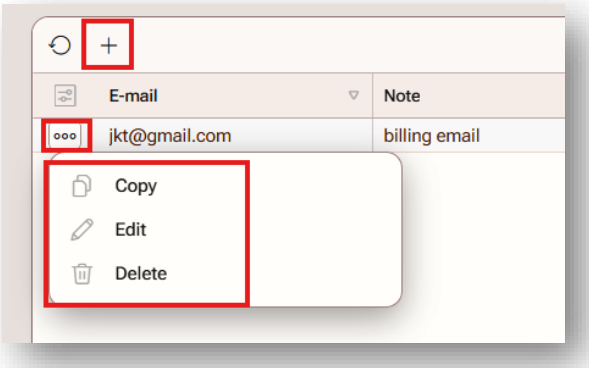
Provides the user with a single place where basic information about the specific contract is aggregated.



In the contract details, you can add, edit, and delete **email addresses used for electronic invoicing**. These emails always apply to a specific contract.

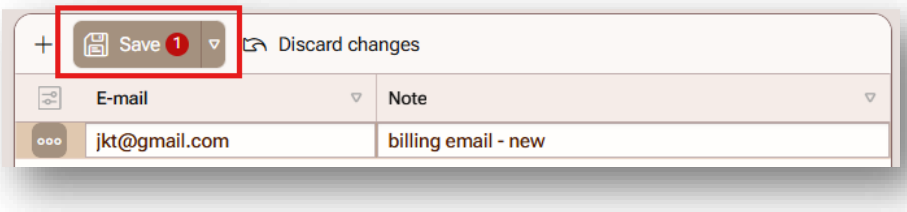


Clicking the **Billing e-mails** option displays a list of all email addresses to which invoices are sent electronically.

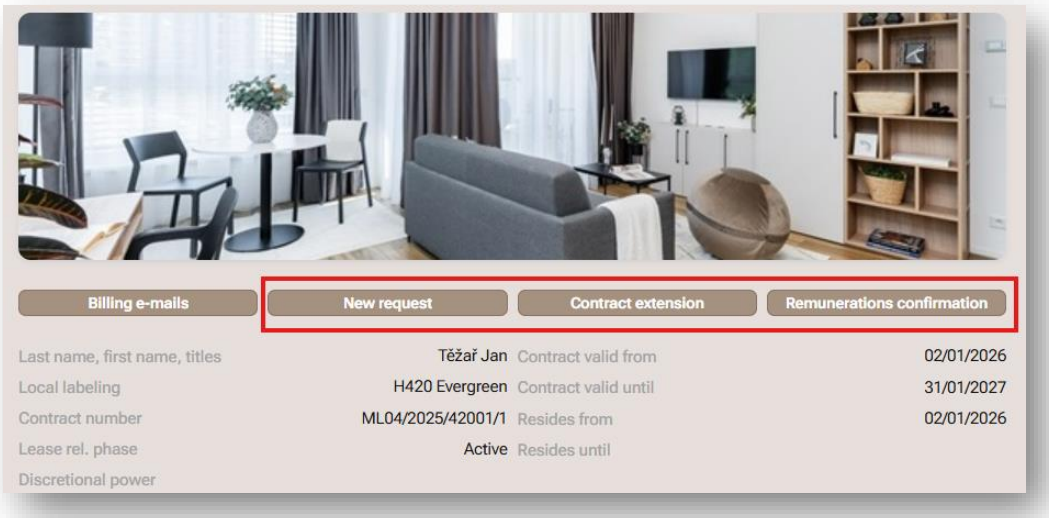


You can add a new email using the plus (+) button. You can delete an email using the options in the three-dots menu. If you only want to replace one email with another, you can use the Edit action and change the original email text to the new one. You can also enter edit mode by double-clicking a specific row in the email list.

After modifying the email address, the record must be saved. The change takes effect immediately.



From the contract detail screen, you can also directly submit a new request, arrange a contract extension, or print a Renumerations Confirmation.



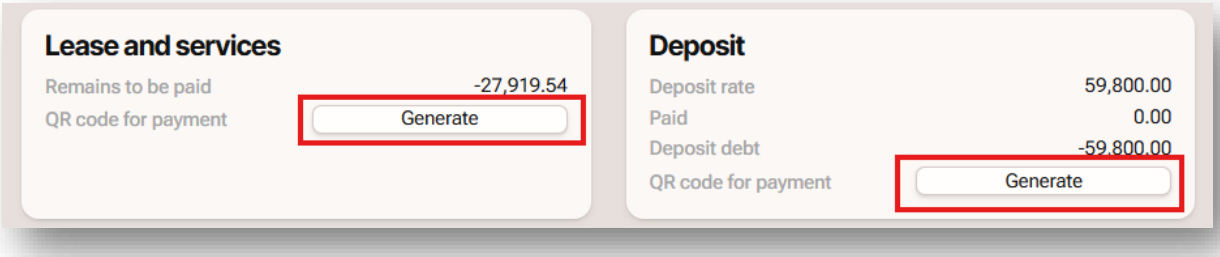
The functions of the **New Request** and **Contract Extension** buttons are identical to the functionality described in chapters **Error! Reference source not found.** and **Error! Reference source not found.**, but in this case, the contract is pre-defined by the one from which the client selected the action, so they do not need to choose it.

The Renumerations Confirmation button is used to print a document showing the amounts paid for the given rental relationship. The form pre-fills the Period for the last year, but it can be changed to up to three years back. Clicking the Generate Document button saves the PDF file to your downloads folder.

Note: If the generated document does not appear, the pop-up window is likely blocked by your browser. To resolve the issue, proceed as follows:

- Check if your browser is blocking pop-up windows.
- In the address bar, click the block icon (usually a window symbol or a warning).
- Allow pop-ups for this application (leasa+).
- Refresh the page and try opening the document again.

From the Contract Detail, it is also possible to generate a QR code for paying outstanding amounts.

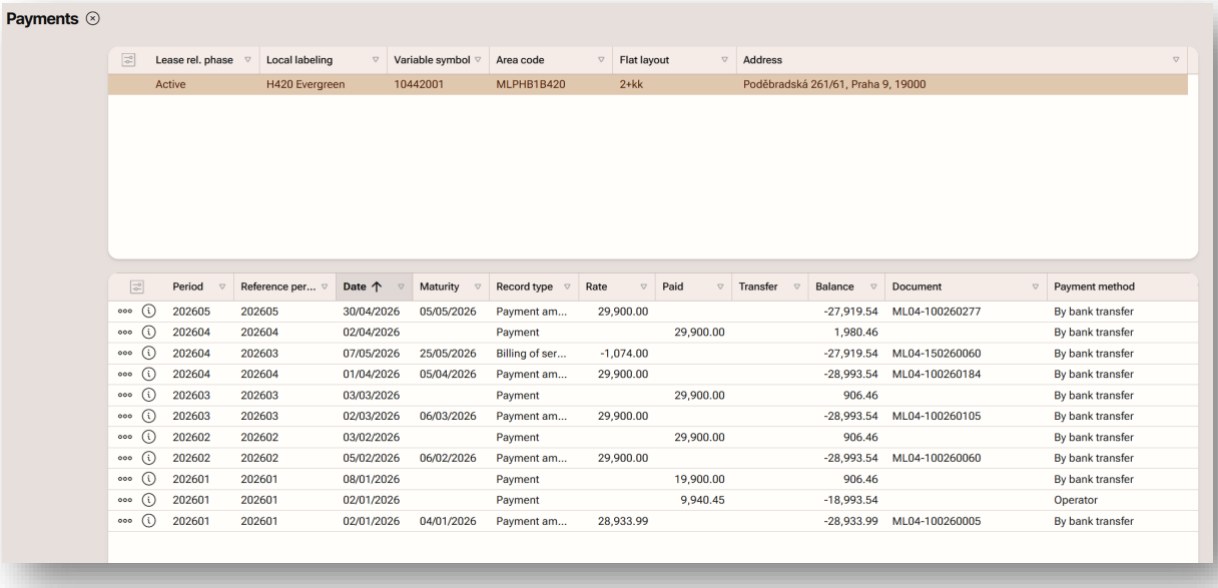


B.II. Payments

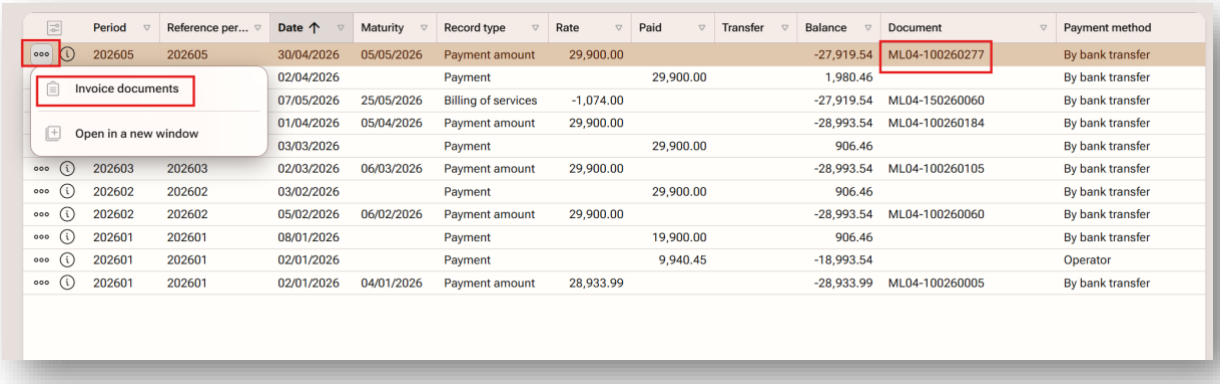
The **Payments** overview provides the client with a list of payment prescriptions and payment receipts for all their contracts from the previous chapter. Selecting a contract in the upper list displays the records for that contract in the lower list, sorted in descending order by the date they were entered into the landlord's system.

The overview shows the Period in which the prescription or payment receipt record was created, including the specific creation date, and the period to which it relates (Reference Period). For payment prescriptions, a Due Date is usually specified, after which the payment prescription becomes part of the debt. For payment receipts, the method by which the payment was made is displayed instead.

Each record is distinguished by Type – most commonly "Payment amount", "Payment", "Billing of services", or "Settlement". Depending on the record Type, the amounts are then filled in the Rate, Paid, and Transfer columns, which increase or decrease the balance. The Payment amount represents the prescribed payment amount, while Payment corresponds to the actual amount received by the landlord. Transfer is usually a positive or negative amount that arose during the transfer of payments between different records, e.g., if it was originally recorded in a different period. In the Balance column, you can observe how the balance amount changed with individual prescriptions or payments – a negative amount indicates an underpayment/outstanding balance, and a positive amount indicates an overpayment.

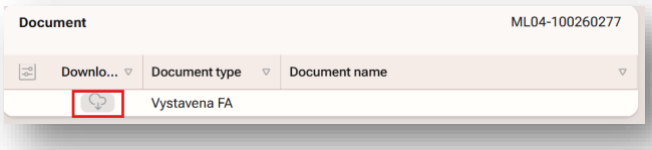


For payment prescriptions that generated an invoice, the invoice number will be filled in the Document column. You can view attached files via the three-dots menu.



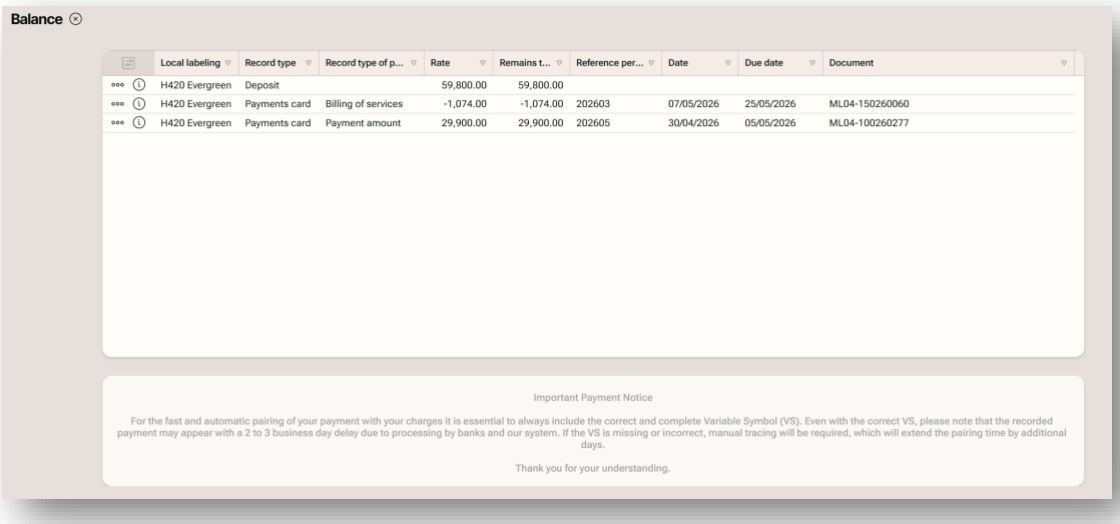
Period	Reference per...	Date	Maturity	Record type	Rate	Paid	Transfer	Balance	Document	Payment method
202605	202605	30/04/2026	05/05/2026	Payment amount	29,900.00			-27,919.54	ML04-100260277	By bank transfer
		02/04/2026		Payment		29,900.00		1,980.46		By bank transfer
		07/05/2026	25/05/2026	Billing of services	-1,074.00			-27,919.54	ML04-150260060	By bank transfer
		01/04/2026	05/04/2026	Payment amount	29,900.00			-28,993.54	ML04-100260184	By bank transfer
		03/03/2026		Payment		29,900.00		906.46		By bank transfer
202603	202603	02/03/2026	06/03/2026	Payment amount	29,900.00			-28,993.54	ML04-100260105	By bank transfer
202602	202602	03/02/2026		Payment		29,900.00		906.46		By bank transfer
202602	202602	05/02/2026	06/02/2026	Payment amount	29,900.00			-28,993.54	ML04-100260060	By bank transfer
202601	202601	08/01/2026		Payment		19,900.00		906.46		By bank transfer
202601	202601	02/01/2026		Payment		9,940.45		-18,993.54		Operator
202601	202601	02/01/2026	04/01/2026	Payment amount	28,933.99			-28,933.99	ML04-100260005	By bank transfer

A list of documents for the invoice will open, which can be downloaded via the cloud icon.



B.III. Balance

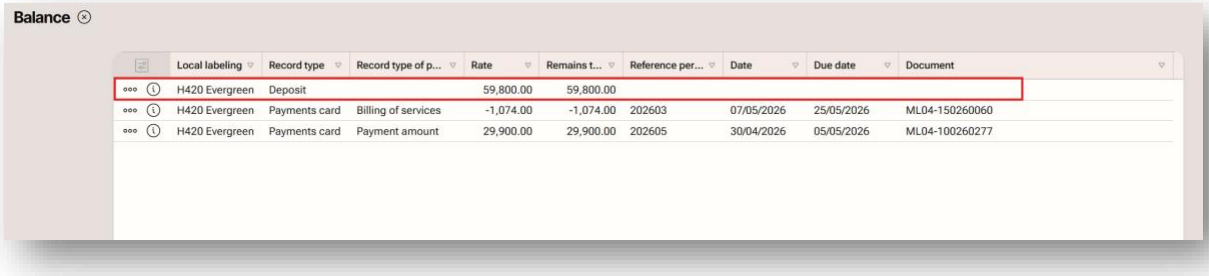
This is a summary overview of the financial balance for all contracts, where you can verify whether outstanding payment prescriptions or security deposits are recorded.



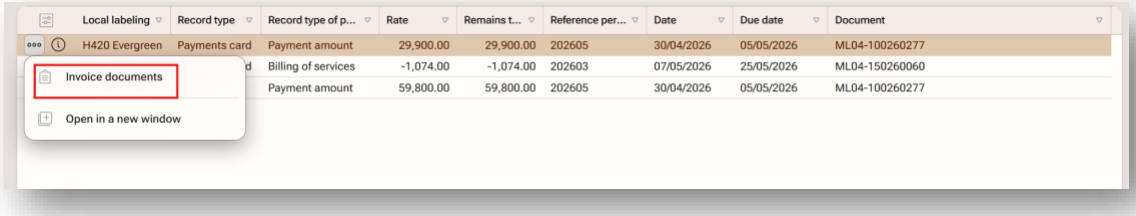
There are two Record Types in the list: Deposit and Payments card.

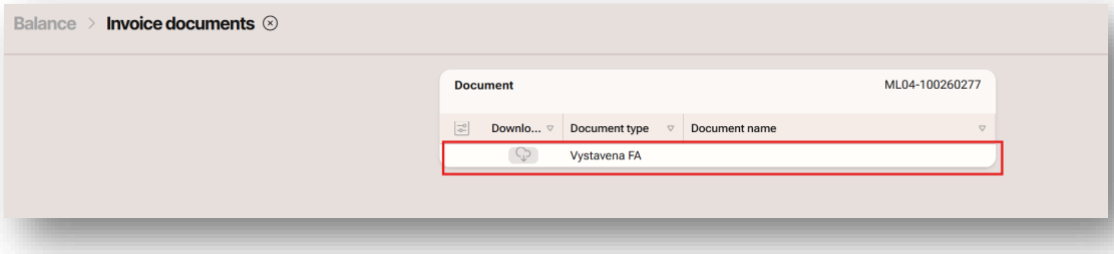
Deposit

For each lease agreement, a maximum of one record of the **Deposit** Type can be displayed. If the security deposit for the lease agreement is fully paid, there is no Deposit record for it in the list. If the deposit is unpaid or only partially paid, a record appears where the prescribed amount of the deposit is recorded in the Rate column, and the amount of the deposit that has not yet been paid is shown in the Remains to be paid column.

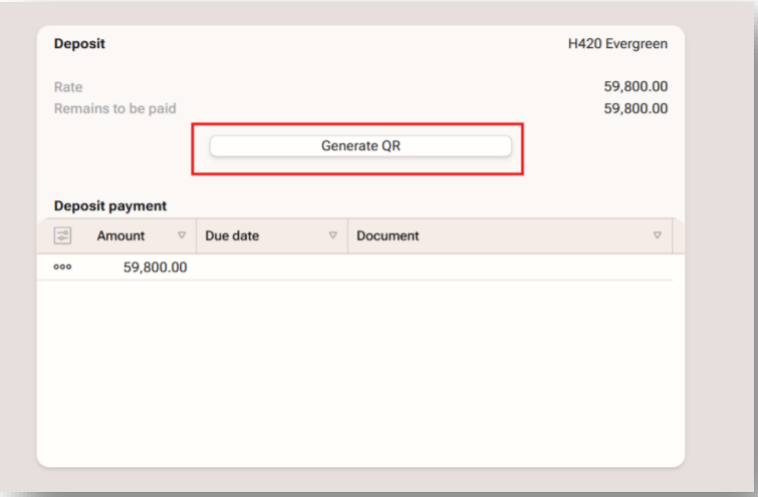


You can open the record detail via the button ⓘ which displays the deposit installments and their due dates in addition to the data from the list. For installments that generated an invoice, the invoice number will be filled in the Document column. You can download the attached file via the cloud icon.





There is also a **Generate QR** button for immediate payment of the outstanding amount, which displays a QR code for payment along with payment details.

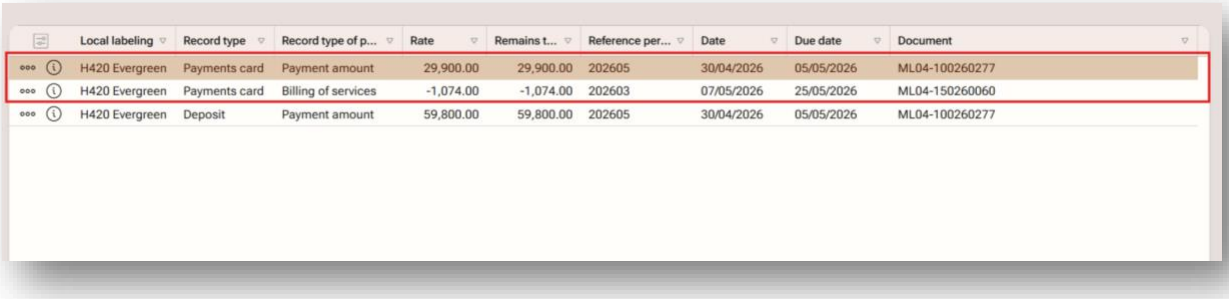


Payments Card

For each lease agreement, an unlimited number of payments card records can be displayed depending on how many unpaid prescriptions are in the system.

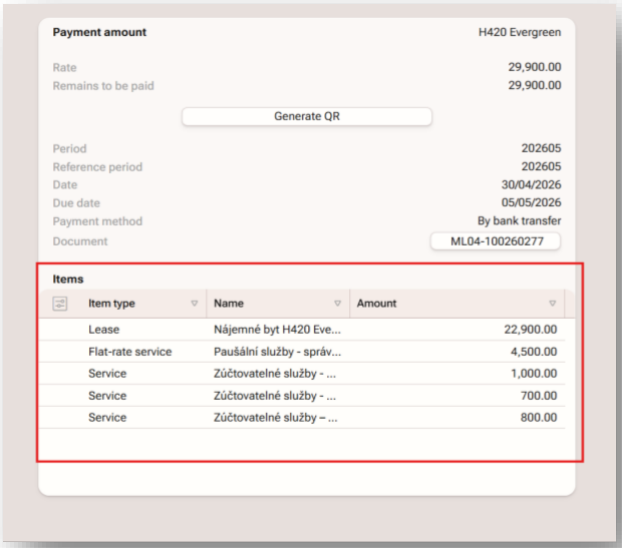
The columns partially correspond to the view on the Payments screen. It shows the Period in which the payment prescription was created, including the specific creation date, and the period to which it relates (Reference Period). The Due Date and the method by which the prescription is to be paid are also stated. A specification of the record type is given in the Card Record Type column. If an invoice was created for the prescription, the invoice number will be filled in the Document column, and attached files can be viewed via the three-dots menu.

Just like with deposits, the prescribed amount of the prescription is recorded in the Rate column, and the amount of the prescription that has not yet been paid is shown in the **Remains to be paid** column.

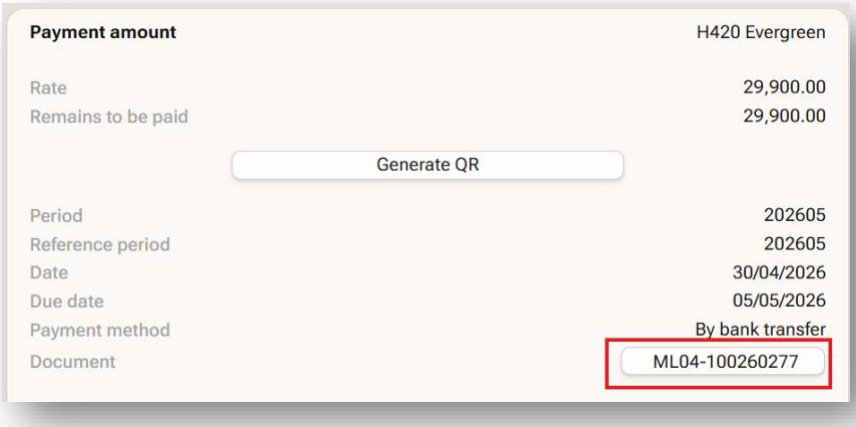


Local labeling	Record type	Record type of p...	Rate	Remains t...	Reference per...	Date	Due date	Document
H420 Evergreen	Payments card	Payment amount	29,900.00	29,900.00	202605	30/04/2026	05/05/2026	ML04-100260277
H420 Evergreen	Payments card	Billing of services	-1,074.00	-1,074.00	202603	07/05/2026	25/05/2026	ML04-150260060
H420 Evergreen	Deposit	Payment amount	59,800.00	59,800.00	202605	30/04/2026	05/05/2026	ML04-100260277

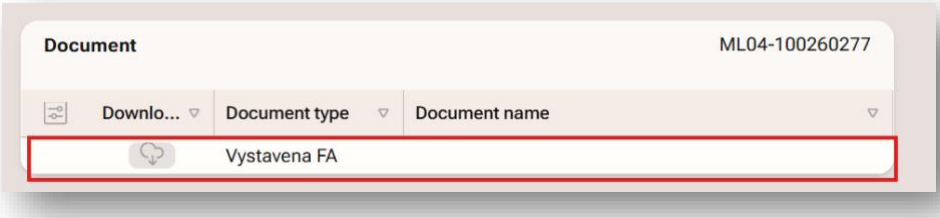
You can open the record detail via the button ⓘ which displays the prescription items that contribute to the total prescription amount in addition to the data from the list.



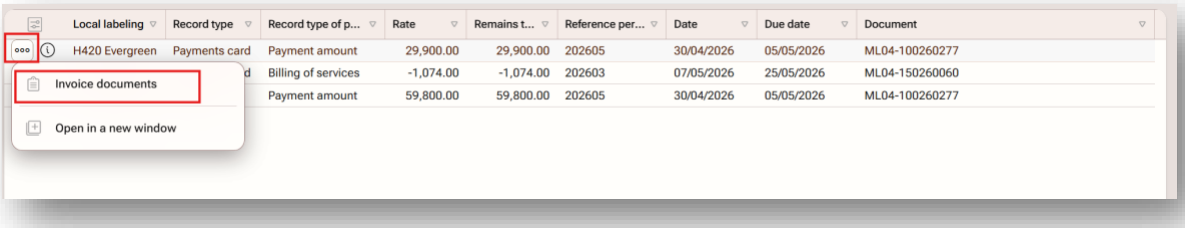
If a document exists, the user can click on the document number.



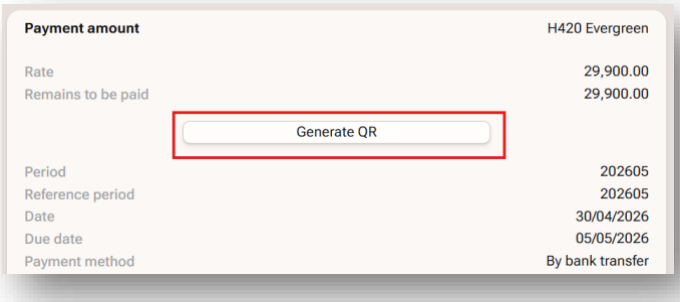
and the invoices will be displayed, which can be downloaded via the cloud icon.



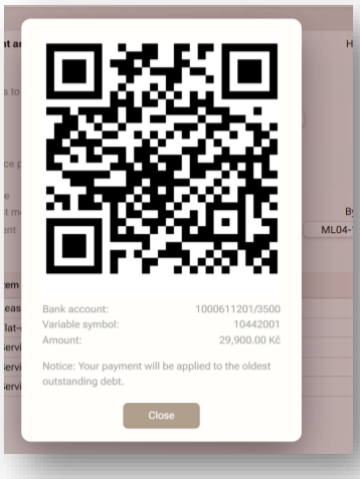
Invoices can also be viewed directly above the Balance record, without the need to display the details, by selecting the option through the three-dots menu.



There is also a **Generate QR** button for immediate payment of the outstanding amount.



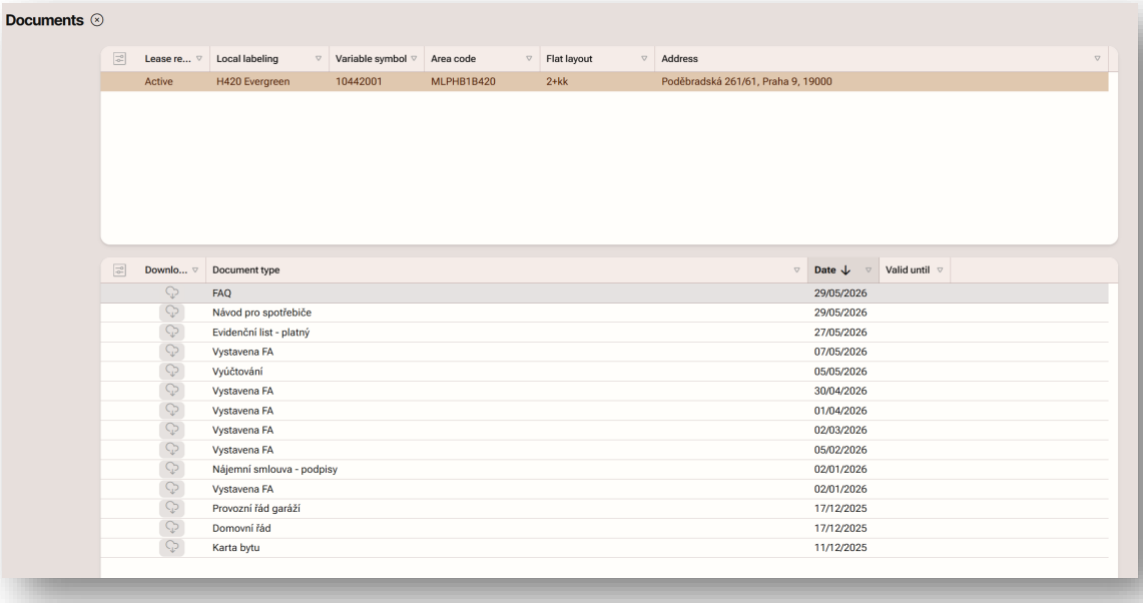
It displays a QR code for payment and payment details.



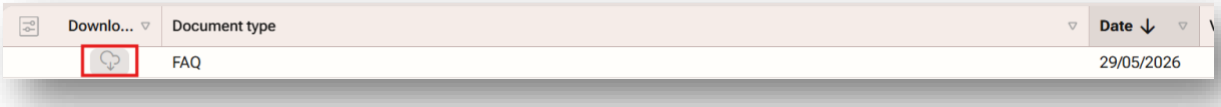
B.IV. Documents

The **Documents** overview provides a list of documents available for all lease agreements over the last three years.

Selecting a contract in the upper list displays the documents in the lower list.



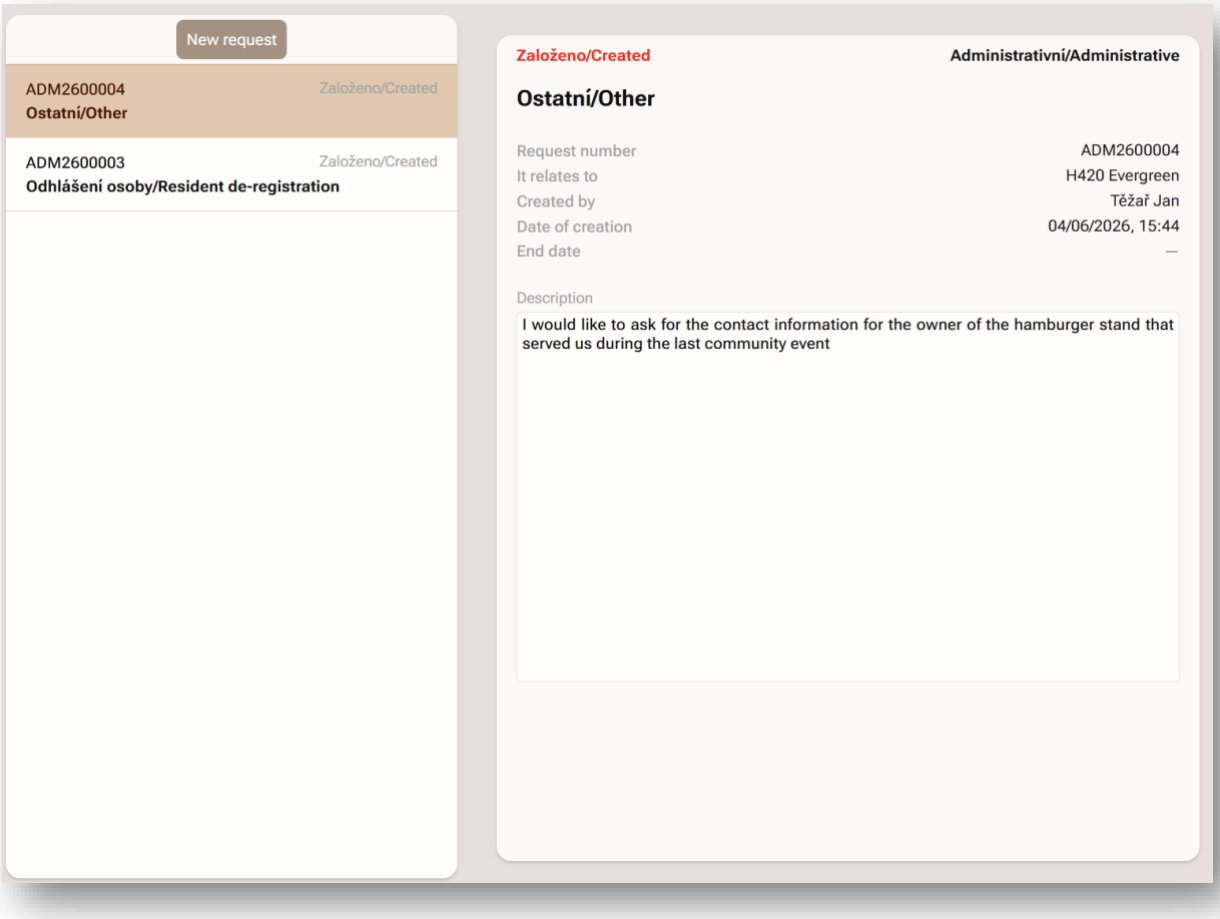
Downloading a document is enabled on the selected row directly from the list via the cloud icon in the **Download** column.



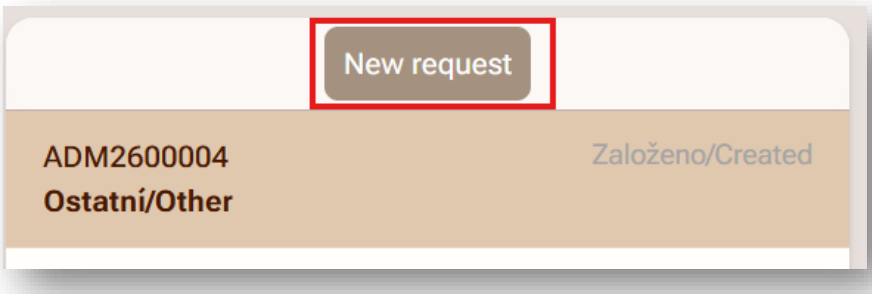
B.V. Requests

The **Requests** overview provides a list of all requests related to contracts..

The screen displays a list of all requests related to the apartment or building in which the rented unit is located on the left side. The list shows information about the request number, request name, and the request status on the right side. Browsing through the list always displays the details of the specific request on the right side of the screen. From this detail, you can see which contract the request relates to, the creation and completion dates of the request, the description entered by the client, and the solution description provided by the landlord.



You can create a new request using the **New Request** button located above the request list.



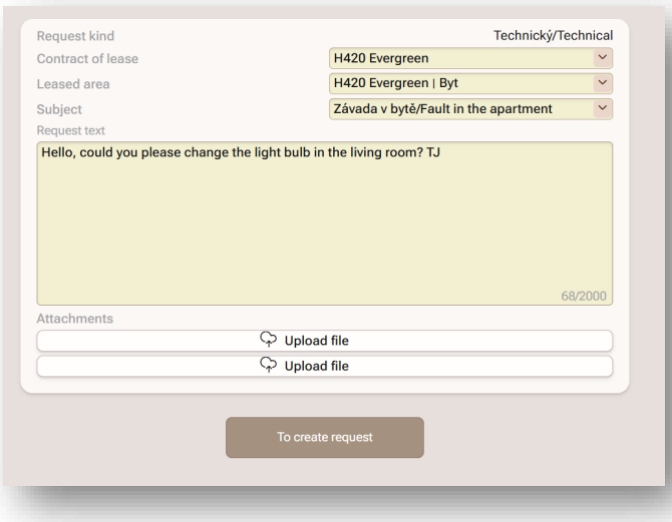
There are three different types of requests to choose from:

- **Administrative** – used to enter requests mainly concerning contractual and financial data. E.g., request to increase/decrease service deposit advances, request to add a new occupant in the apartment (a child was born), request to remove an occupant from the apartment (breakup with a partner), request to notify about an authorized representative, notice of lease termination, etc.
- **Technical** – used to enter requests mainly concerning the condition of the apartment or building. E.g., cold water is not running, windows do not seal properly, front doors cannot be locked, etc.
- **Feedback** – used to enter requests regarding other matters. E.g., noisy neighbors, employee praise, inquiry about utility settlements, etc.

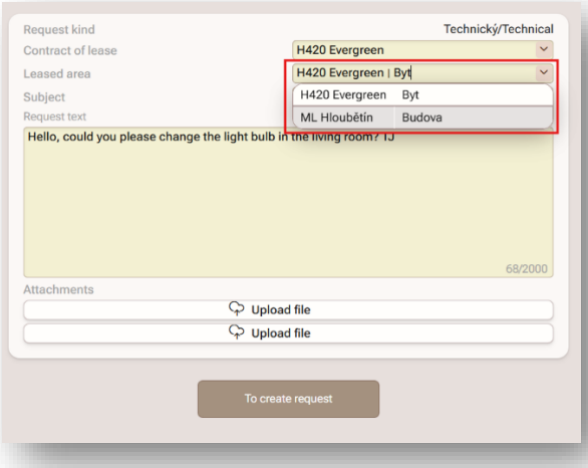
New Request

When creating a new request, it is mandatory to fill in the Contract of lease to which the request applies and the Subject of the request..

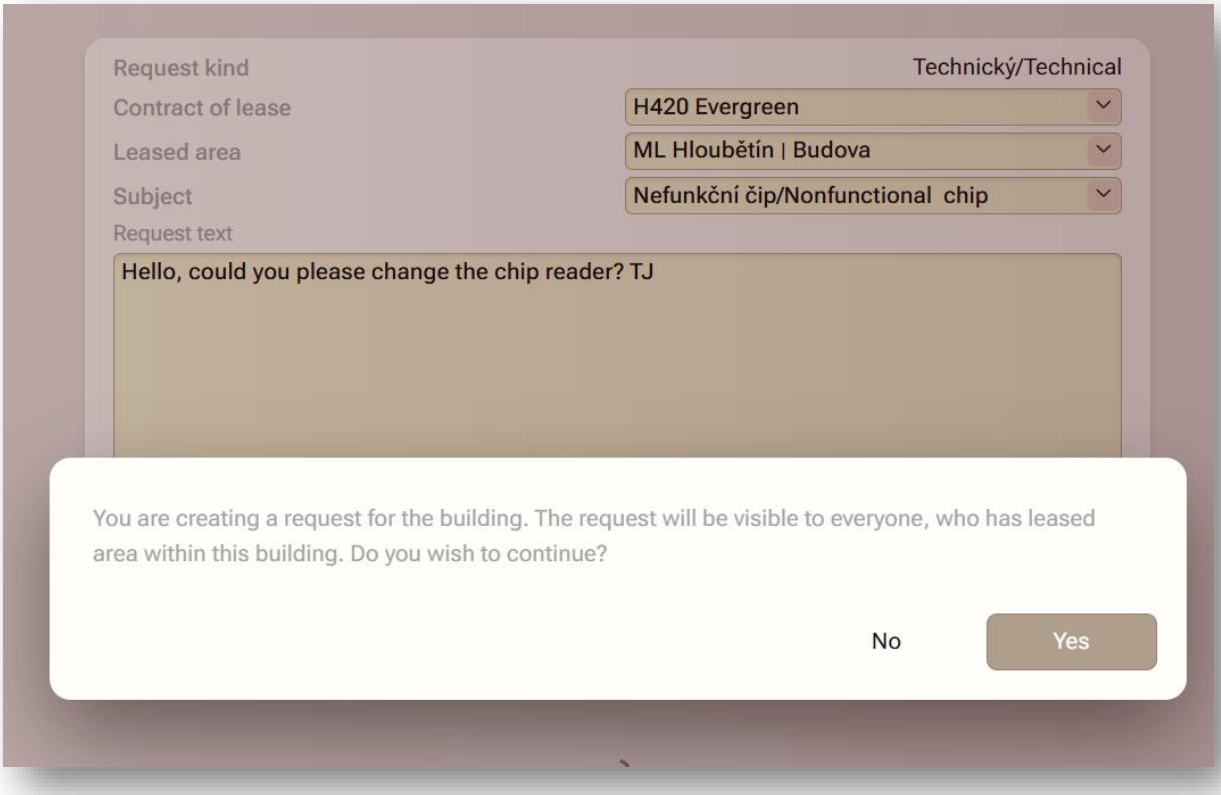
The request text specifies the application, and a document can also be attached if necessary.



When creating a technical request, the **Leased Area** of the apartment is automatically pre-filled, unless no other area exists except the building itself. The rented area can be changed to specify, for example, the building area, so that the landlord knows whether the problem is in the whole building, in the apartment, or, for example, in the garage.



After clicking the **To create request** button, verification information is displayed stating that requests for the building (house) are visible to all tenants of that property. This helps to avoid duplicate requests.

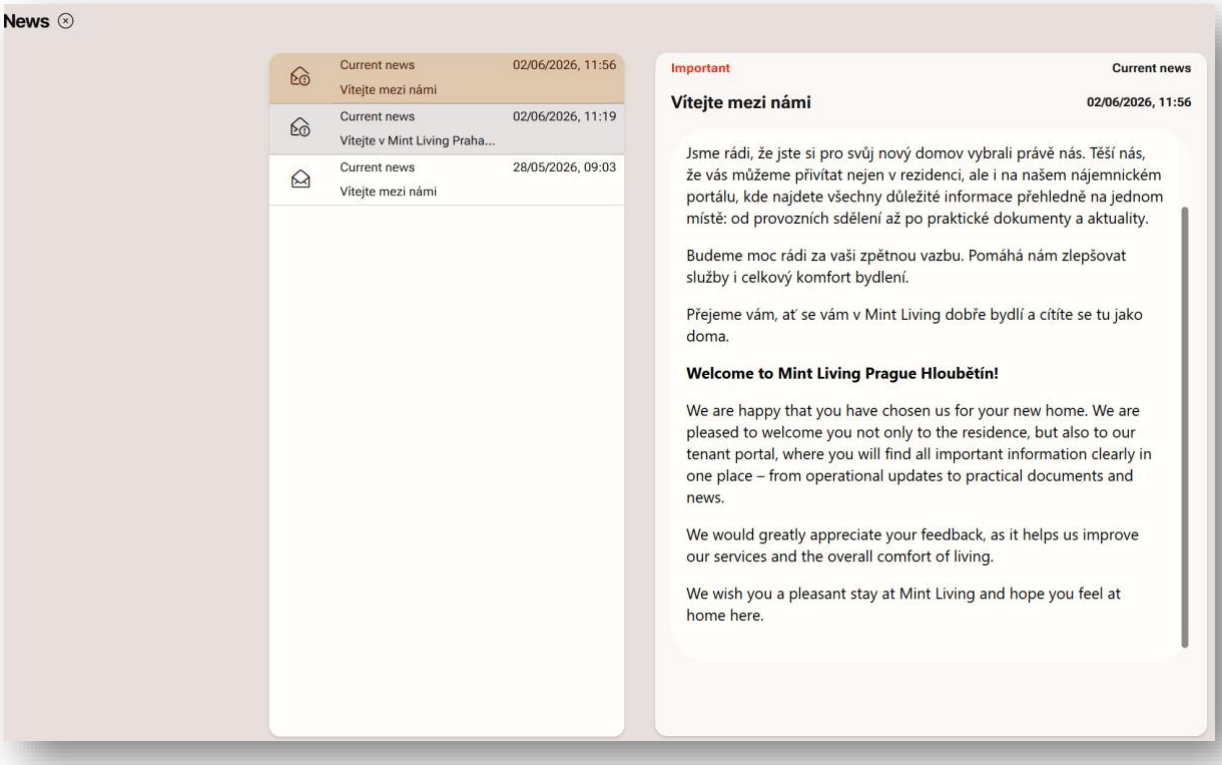


B.VI. News

The **News** screen provides an overview of all messages addressed to the user by the landlord.

Messages are divided into categories according to their focus: Announcements, Offers, Culture, Anniversaries, and Others.

The left column contains a list of messages. The envelope icon distinguishes between unread and read messages. If a message has been marked as important by the landlord, an exclamation mark is also shown next to the envelope. The message list also displays its publication date and a paperclip icon if the message contains an attachment.



Below the text of the message, you can download the attached document if it was attached to the message by the landlord.