Lettings Assistant

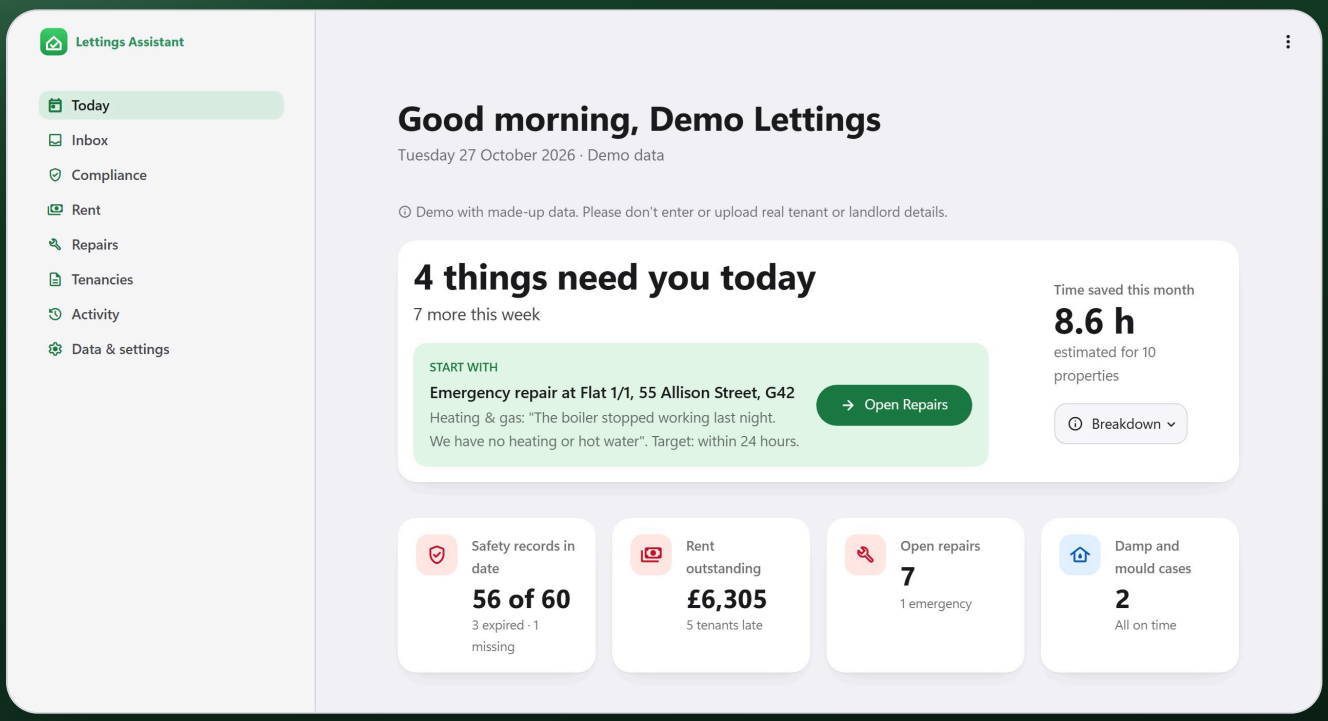
A QUICK GUIDE

Safety checks, rent and repairs. One calm place.

Know what needs you first, get the paperwork written for you, and let a built-in AI assistant do the reading and sorting.

Made for small Scottish letting agencies

AI built in



Try it free in your browser: **lettings-assistant.streamlit.app**

The demo uses made-up data

WHAT IT DOES

Everything you chase, in one place

Letting agents juggle safety certificates, late rent and repair messages every single day. Lettings Assistant keeps them together, shows you what needs you first, and drafts the paperwork for you.

Today
A short list of what needs you, most urgent first, with a button for each job.

Compliance
Every safety certificate for every property, and exactly what to do next.

Rent
Who has paid and who is late. Record payments and send the right reminder.

Repairs
Log what a tenant said. It is sorted by urgency and trade, and the emails are ready.

Tenancies
Deposit deadlines, rent reviews, landlord registration and a rent increase check.

Your data
Try it with demo data, then use your own spreadsheet or Google Sheet.

AI

A smart assistant, built in

The AI does the reading, sorting and first drafts. You stay in charge: it never sends anything by itself, and you can change anything it suggests.

Sorts messages
Paste a tenant's message into Repairs or the Inbox: it picks the urgency and the trade.

Reads certificates
Upload a PDF or photo and it fills in the type and dates.

Writes letters
Turns your rough notes into a clear damp and mould letter.

Also good to know

Phone, tablet or computer
The same screens, laid out to fit. Handy when you are out at a property.

Day or night screen
Choose light or dark from the ⋮ menu. The app remembers your choice.

Your data, your way
Start with the demo, then connect a Google Sheet or an Excel file.

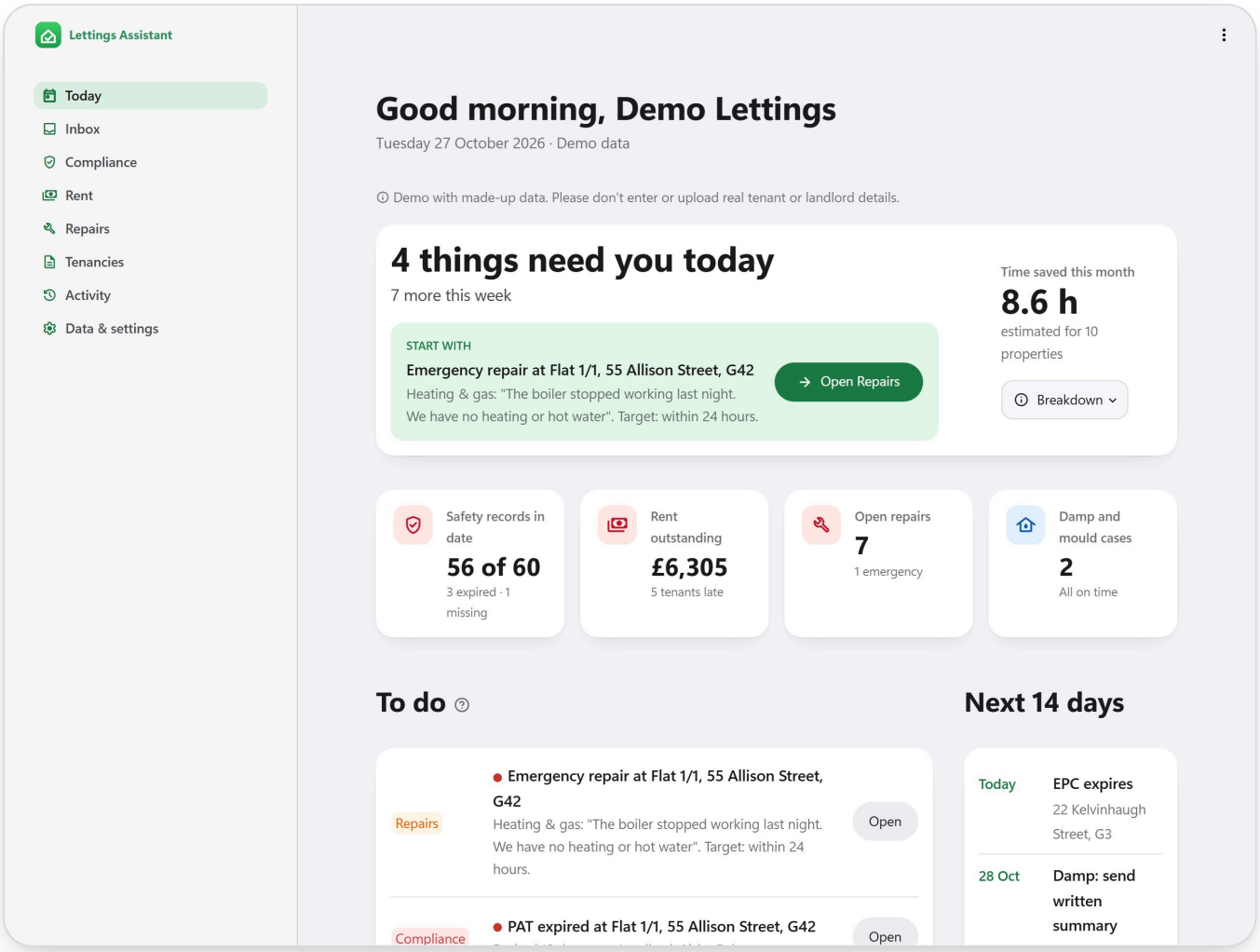
How to use this guide

Each page shows the real screen, then a few simple steps. Everything you see is made-up demo data, so click around freely. Nothing you do in the demo is saved once you refresh the page.

TODAY

Start your day knowing what matters

Open the app and Today tells you how many things need you, and which one to do first.



What you see

- ✓ **The headline**: how many things need you today.
- ✓ **Start with**: the most urgent job, with a button that takes you straight there.
- ✓ **To do**: the top five, with the rest one click away.
- ✓ **Next 14 days**: certificates, deposits and deadlines coming up.
- ✓ **Emails sent**: a record of what you have sent.

Try it

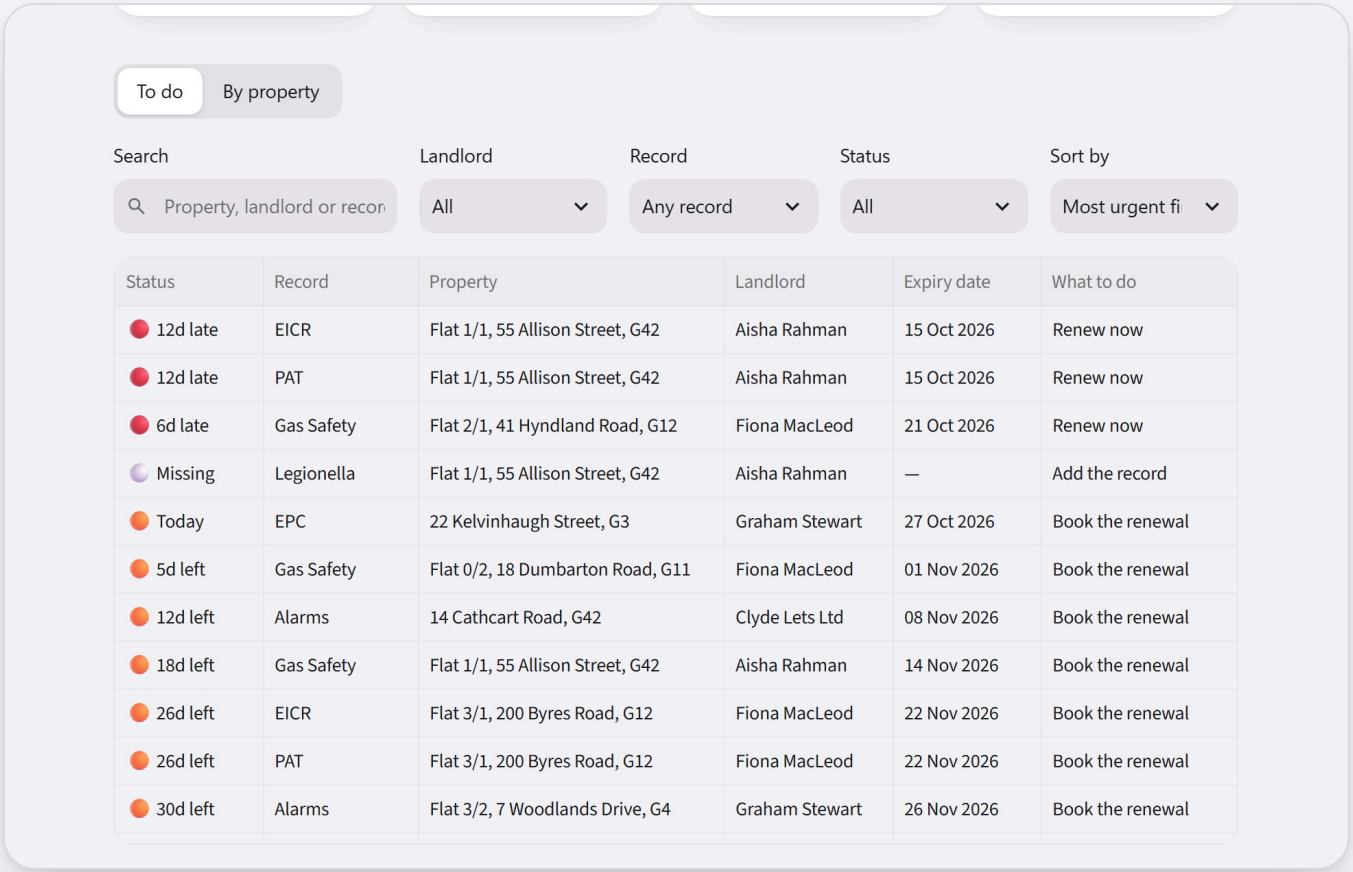
1. **Press the green button** under *Start with*.
2. **Press Open** beside any item on the to-do list.
3. **Use the menu** down the left to move between pages.

Tip. Prefer a dark screen? Open the ⋮ menu (top right) and choose **Dark**. The app remembers your choice.

COMPLIANCE

Never miss a certificate

Gas safety, electrical checks, EPC, legionella, alarms and HMO licences for every property. The **To do** list shows what is expired, missing or due soon, most urgent first.



Status	Record	Property	Landlord	Expiry date	What to do
12d late	EICR	Flat 1/1, 55 Allison Street, G42	Aisha Rahman	15 Oct 2026	Renew now
12d late	PAT	Flat 1/1, 55 Allison Street, G42	Aisha Rahman	15 Oct 2026	Renew now
6d late	Gas Safety	Flat 2/1, 41 Hyndland Road, G12	Fiona MacLeod	21 Oct 2026	Renew now
Missing	Legionella	Flat 1/1, 55 Allison Street, G42	Aisha Rahman	—	Add the record
Today	EPC	22 Kelvinhaugh Street, G3	Graham Stewart	27 Oct 2026	Book the renewal
5d left	Gas Safety	Flat 0/2, 18 Dumbarton Road, G11	Fiona MacLeod	01 Nov 2026	Book the renewal
12d left	Alarms	14 Cathcart Road, G42	Clyde Lets Ltd	08 Nov 2026	Book the renewal
18d left	Gas Safety	Flat 1/1, 55 Allison Street, G42	Aisha Rahman	14 Nov 2026	Book the renewal
26d left	EICR	Flat 3/1, 200 Byres Road, G12	Fiona MacLeod	22 Nov 2026	Book the renewal
26d left	PAT	Flat 3/1, 200 Byres Road, G12	Fiona MacLeod	22 Nov 2026	Book the renewal
30d left	Alarms	Flat 3/2, 7 Woodlands Drive, G4	Graham Stewart	26 Nov 2026	Book the renewal

Expired · Due soon · No record · In date

1. **Open Compliance.** Each line says what to do: *Renew now*, *Add the record* or *Book the renewal*.
2. **Click any line.** A window opens for that property, ready to renew the record.
3. **Want the big picture?** Switch to **By property** for one row per property.

Also on this page

Search and filter
By property, landlord, record type or status.

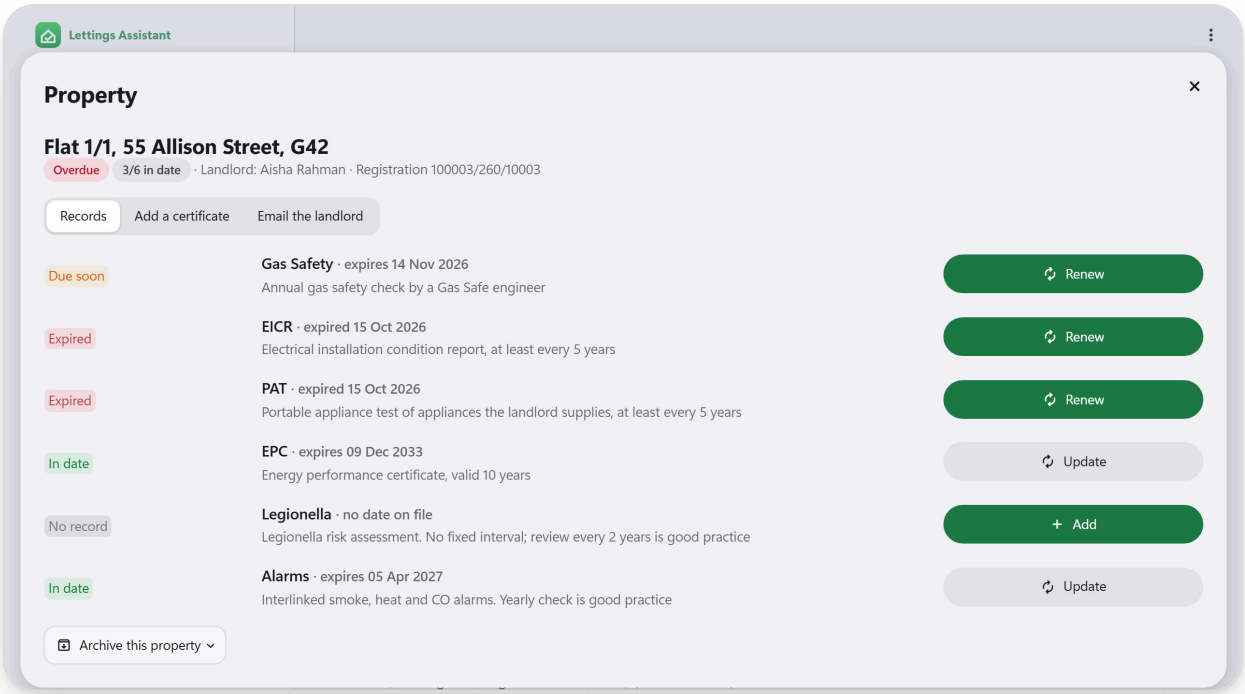
Landlord reports
A one-page PDF for each landlord, ready to send.

Reminders
Landlords are reminded before expiry, on the day, and weekly once expired.

COMPLIANCE · WITH AI

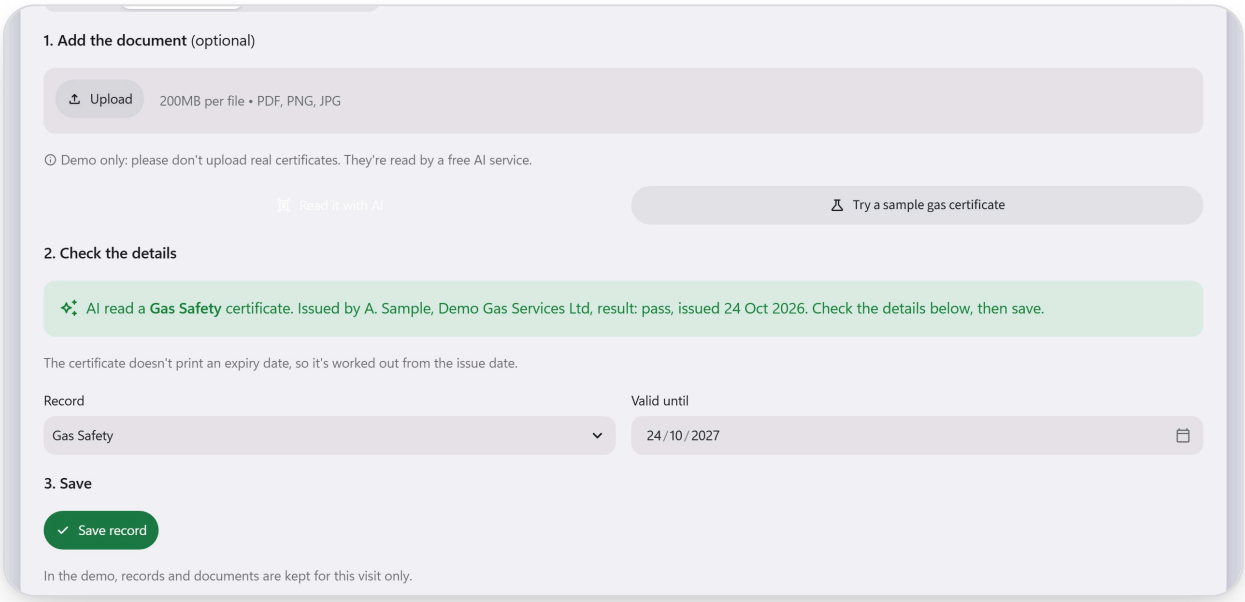
Renew a record in a few clicks

Click a line and a window opens for that property. Every record has its own button.



Renew, **Add** or **Update** sits beside each record. You can also email the landlord from the same window.

Add a certificate: let the AI read it

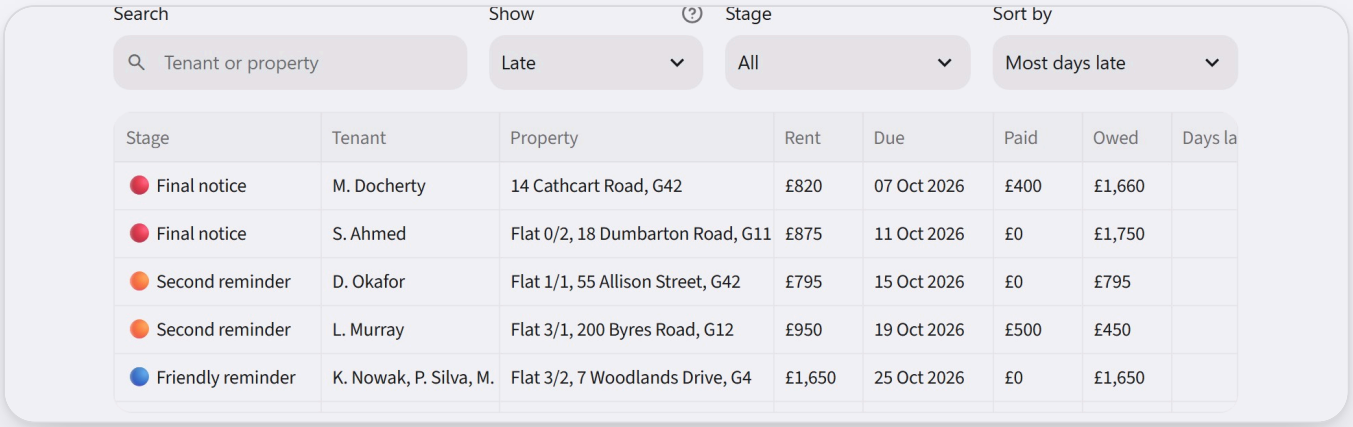


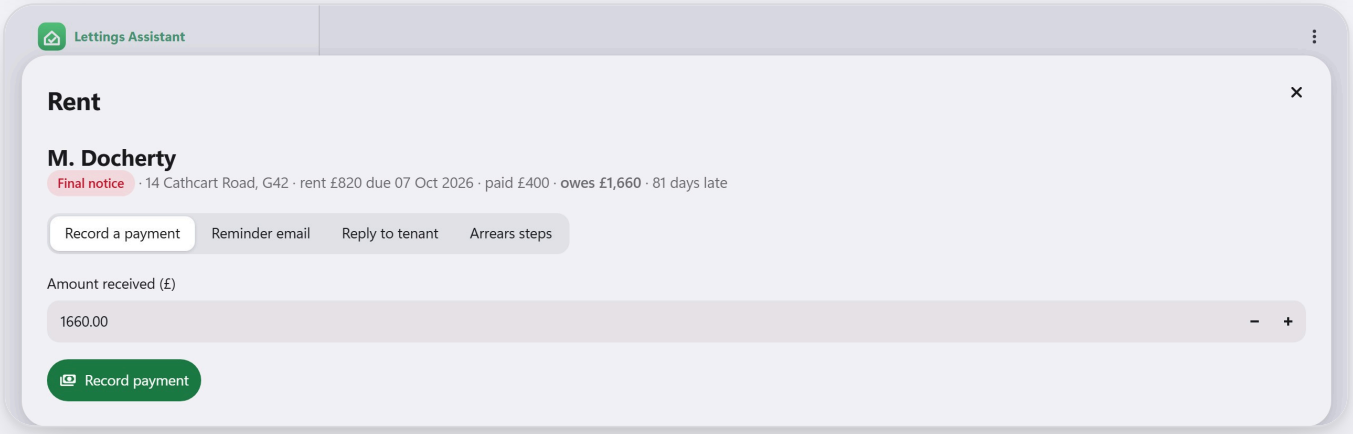
AI **Reads in seconds.** It fills in the type, who issued it, the result and the dates, and warns you if the address does not match. You always check, then save.

RENT

Know who is late, and chase in a click

Rent opens on the tenants who are behind, with how many days late and what to do next.





Click a tenant and one window does it all: record a payment, or send the reminder.

1. **Click a tenant.** Anywhere on their row.
2. **Record a payment.** Type what you received. The balance updates straight away.
3. **Or send the reminder.** The message is written for you and matches how late the rent is.

Reminders grow with the delay

Day 1
Friendly reminder

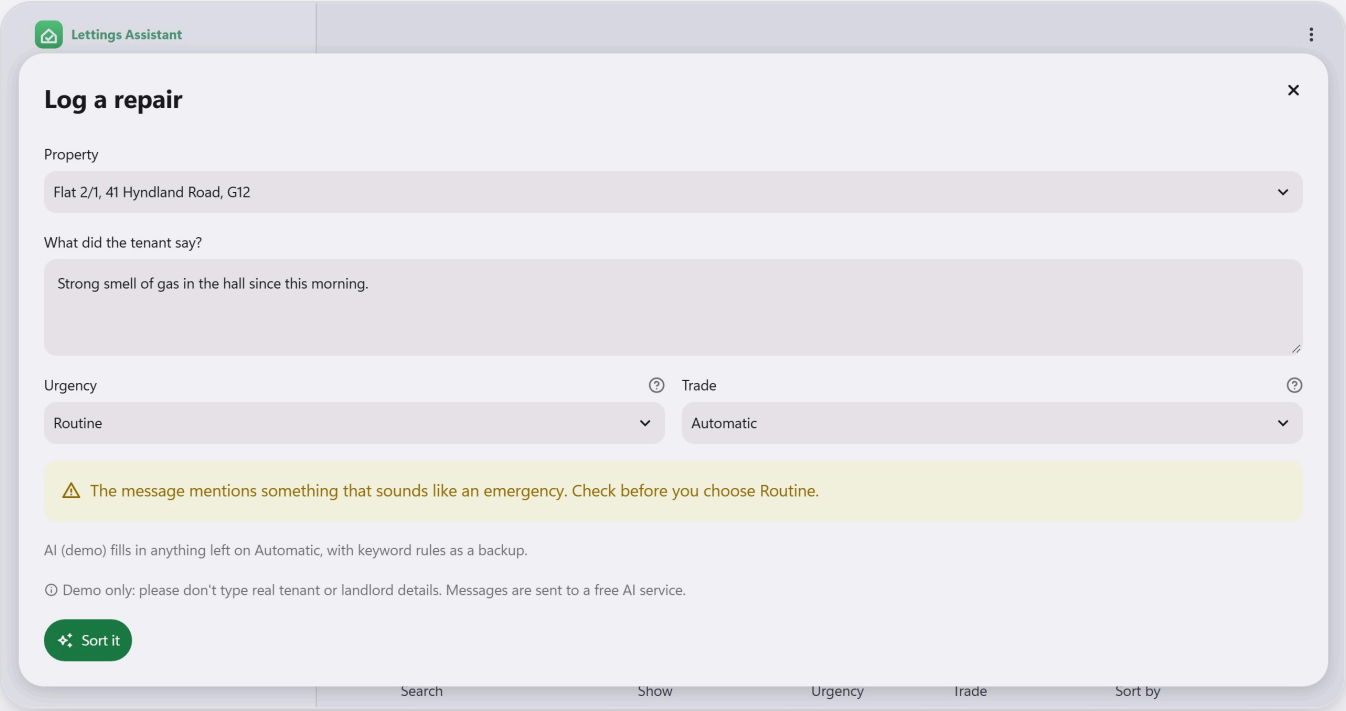
Day 7
Second reminder

Day 14
Final notice

REPAIRS · WITH AI

Repairs, sorted in a second

Paste what the tenant said. The AI works out how urgent it is and which trade is needed.



Log a repair. Here the app has noticed that a gas smell should not be marked Routine.

1. **Press Log a repair** and choose the property.
2. **Paste the tenant's message.**
3. **Leave Urgency and Trade on Automatic,** or choose your own.
4. **Press Sort it.** The app shows the urgency and trade it chose, and who chose them.
5. **Check it, then press Log it.** It joins your list. Press Change it to edit first.

AI Sorted by the AI

Emergency, Urgent or Routine, plus the right trade: gas, plumbing, electrical, damp and mould, doors and windows, appliances or other.

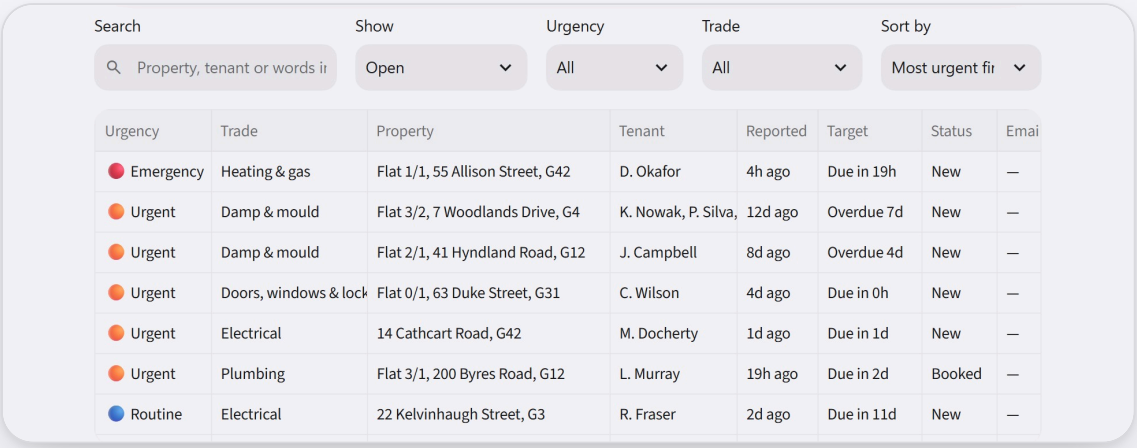
A safety net. Pick a low urgency for something that sounds like an emergency and the app asks you to check first.

Try pasting one of these:
"The boiler has stopped and we have no hot water." · "There is black mould on the bedroom ceiling." · "The kitchen tap keeps dripping."
Watch the urgency and the trade change for each one.

REPAIRS · THE REPAIR WINDOW

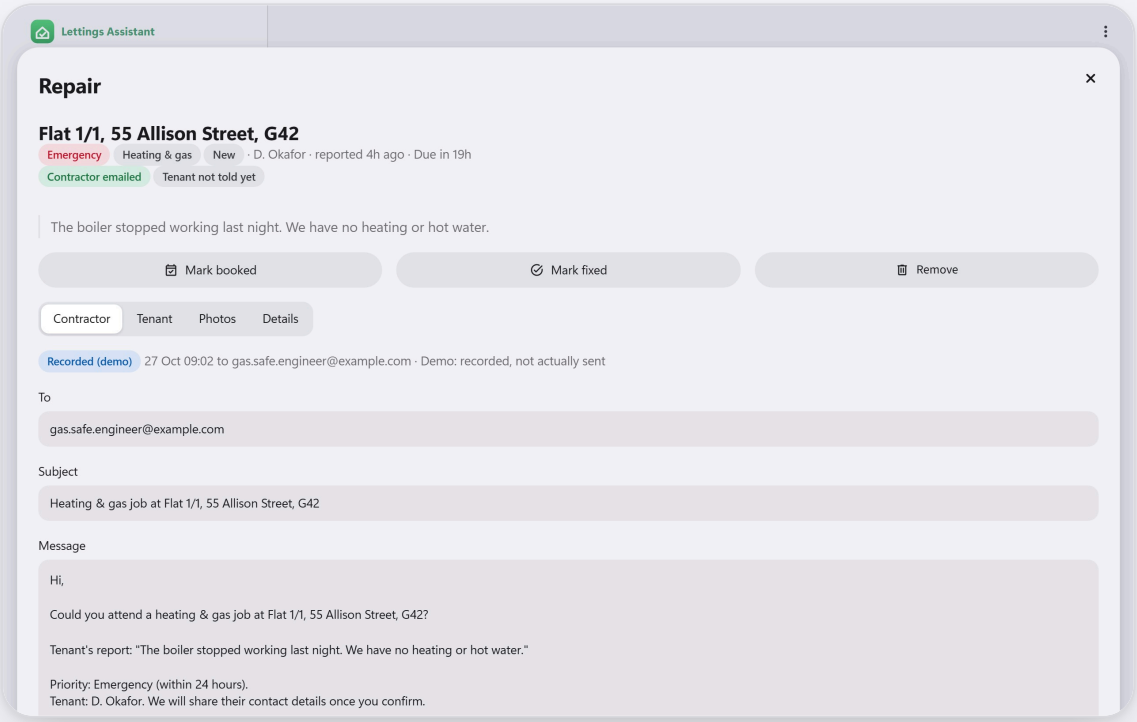
Everything about one repair, in one window

Every repair is one line in the list. Click it to open its window: book it, email the contractor, tell the tenant, or fix a mistake.



Urgency	Trade	Property	Tenant	Reported	Target	Status	Emai
Emergency	Heating & gas	Flat 1/1, 55 Allison Street, G42	D. Okafor	4h ago	Due in 19h	New	—
Urgent	Damp & mould	Flat 3/2, 7 Woodlands Drive, G4	K. Nowak, P. Silva,	12d ago	Overdue 7d	New	—
Urgent	Damp & mould	Flat 2/1, 41 Hyndland Road, G12	J. Campbell	8d ago	Overdue 4d	New	—
Urgent	Doors, windows & lock	Flat 0/1, 63 Duke Street, G31	C. Wilson	4d ago	Due in 0h	New	—
Urgent	Electrical	14 Cathcart Road, G42	M. Docherty	1d ago	Due in 1d	New	—
Urgent	Plumbing	Flat 3/1, 200 Byres Road, G12	L. Murray	19h ago	Due in 2d	Booked	—
Routine	Electrical	22 Kelvinhaugh Street, G3	R. Fraser	2d ago	Due in 11d	New	—

Search, filter and sort the list. 20 repairs a page.



The contractor email is already written. The window shows it has been emailed, so nothing is sent twice by accident.

The tabs

- ✓ **Contractor**: an email to the right trade.
- ✓ **Tenant**: a reply so they know what happens next.
- ✓ **Damp and mould** (when it applies): the deadline steps, and the letter.
- ✓ **Details**: change the urgency, trade, property or message, or sort it again.

Never lose track

- ✓ Every email shows its status, the time and who it went to.
- ✓ Sent it from your own email app? Press **I sent it from my email app**.
- ✓ The repair shows **Contractor emailed** and **Tenant told**.
- ✓ Logged by mistake? **Remove** asks you to confirm first.

ARTIFICIAL INTELLIGENCE

Where the AI helps you

Three jobs that used to mean reading, typing and guessing. You check every result.

AI 1 It sorts repairs

Paste the tenant's message into Repairs, or into the **Inbox**, which also spots rent questions. The AI picks **how urgent** it is and **which trade** to call. Every repair says who sorted it, for example *Sorted by AI* or *Sorted by you*, and you can change it or ask it to sort again.

AI 2 It reads certificates

Upload a PDF or a photo of a safety certificate. The AI finds the **type, issue date, expiry date, who issued it and the result**, and warns you if the address looks wrong.

AI 3 It writes damp and mould letters

Type rough notes from the inspection. The AI writes the clear, kind letter the tenant needs, with the right dates. Where it is not sure, it leaves a **[bracket]** for you to fill in.

What changes for you

Before: read the tenant's message, decide how urgent it is, work out which trade to call.	**With the AI:** it is sorted the moment you paste it. You check and carry on.
Before: open the PDF, find the dates, type them in.	**With the AI:** upload it, check the details it found, press save.
Before: write the damp and mould letter from scratch.	**With the AI:** type a few rough notes and read the letter it wrote.

You stay in control

- ✓ The AI **never sends anything** by itself.
- ✓ Every draft can be **edited** before you use it.
- ✓ **You choose**: set urgency and trade yourself any time.
- ✓ No AI? The app still works, using simple rules and template letters.
- ✓ Every result shows **who made it**: the AI or you.
- ✓ Rules such as certificate dates are built in, not guessed by the AI.

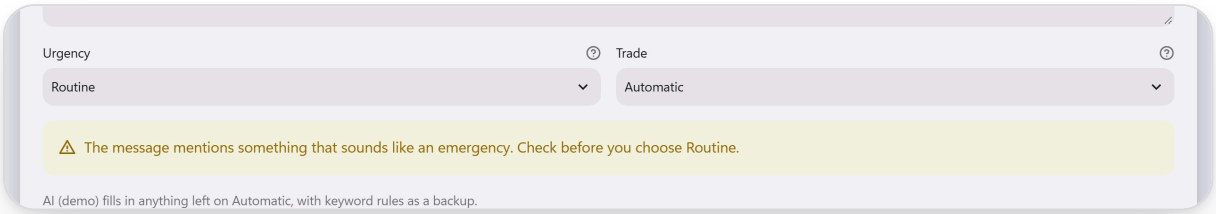
A note on data. This demo uses a free AI service and made-up data, so please do not type or upload real tenant or landlord details. Before real client data goes in, it would be set up securely, with private hosting, staff logins and a paid AI plan.

ARTIFICIAL INTELLIGENCE

The AI in action

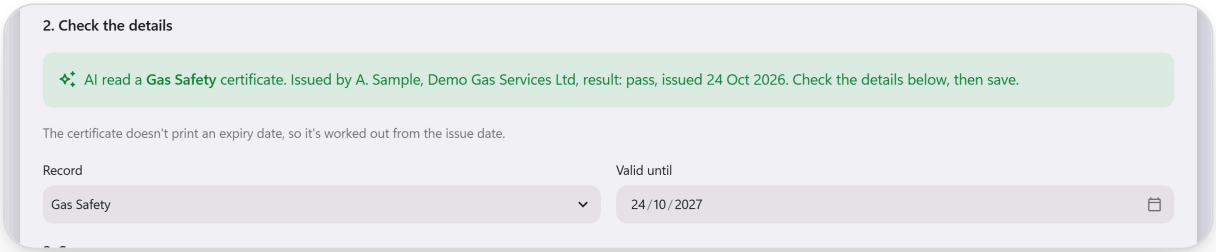
Three moments from the demo. The reading and the letter are shown with sample results.

1 Sorting a repair



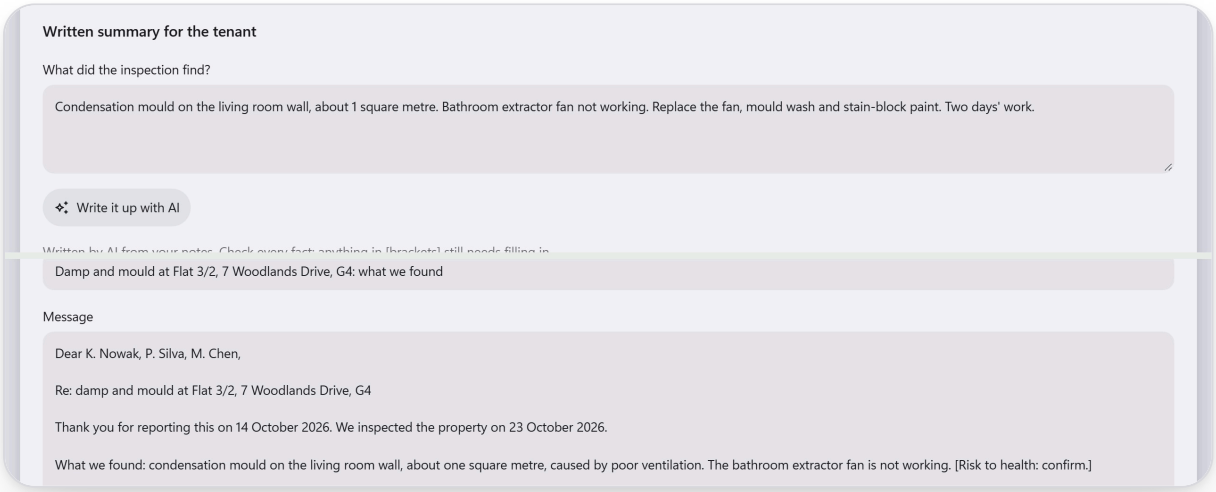
The tenant wrote about a gas smell. If you pick Routine, the app warns you before it is logged.

2 Reading a certificate



Reading a sample gas safety record: the type, who issued it, the result and the dates, ready to check.

3 Writing a letter

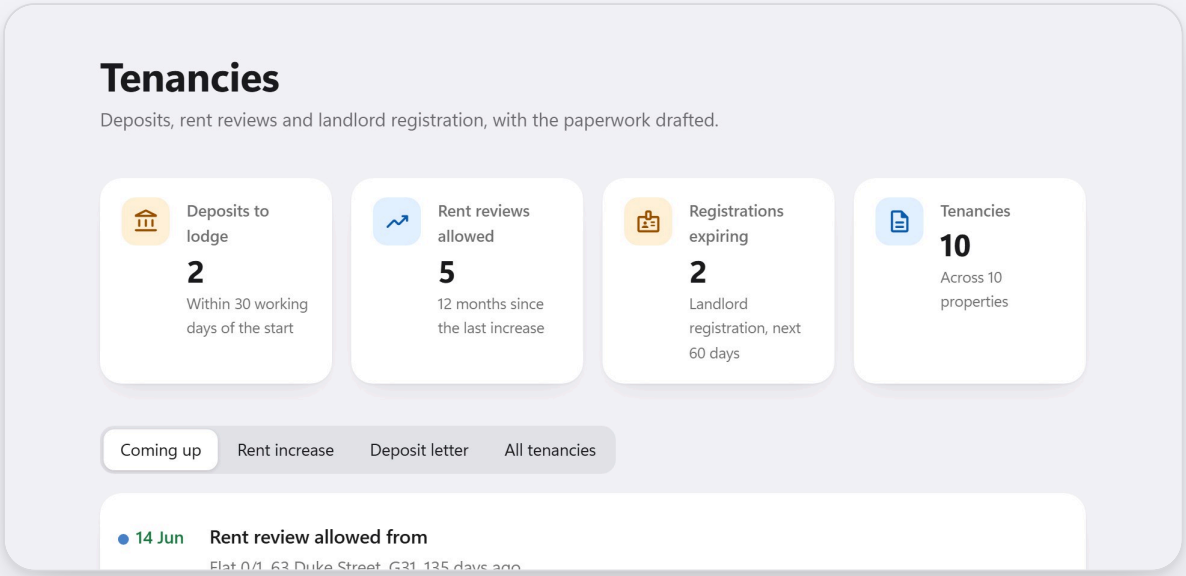


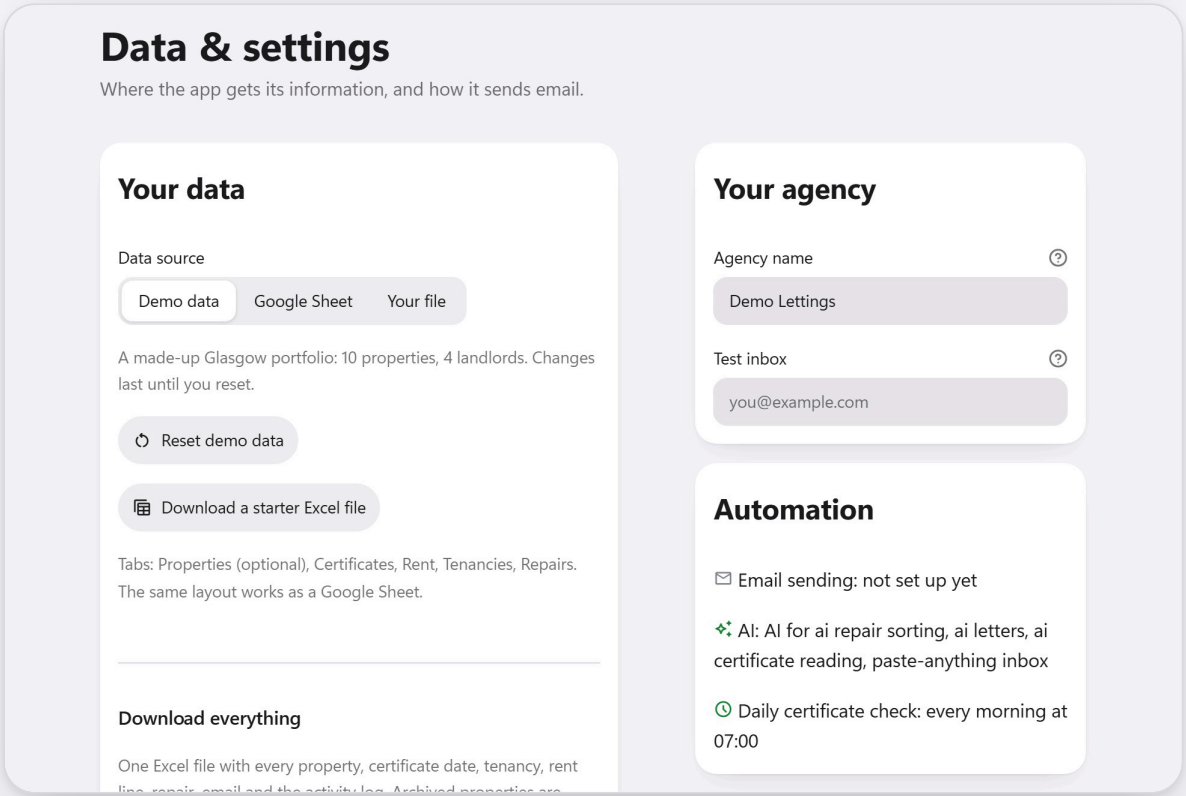
From a few rough notes, the AI writes the letter to the tenant (sample shown). You read it, change anything, then send.

TENANCIES AND YOUR DATA

Deadlines handled. Your data, your way.

Deposits, rent reviews and landlord registrations in one list, and an easy way to bring your own records.





Tenancies

- ✓ **Coming up**: deposit deadlines, rent reviews and registrations.
- ✓ **Rent increase**: the dates, a validity check and the April 2027 rules. **Deposit letter** written for you.

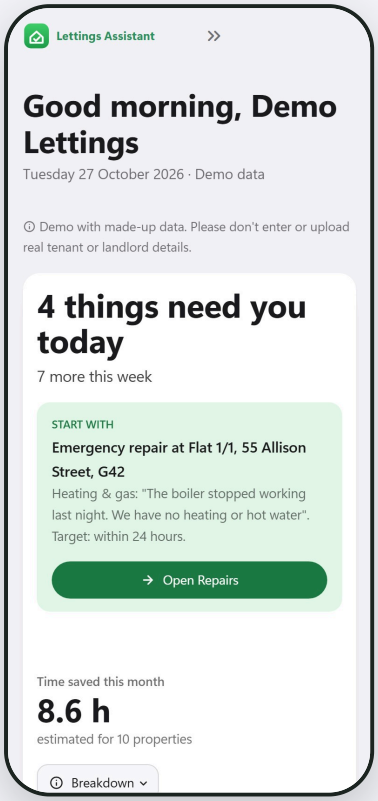
Use your own data

- ✓ Choose **demo data**, a **Google Sheet** or an **Excel file**. A starter Excel file has the right tabs.
- ✓ Set your agency name once and it appears in every letter and email.

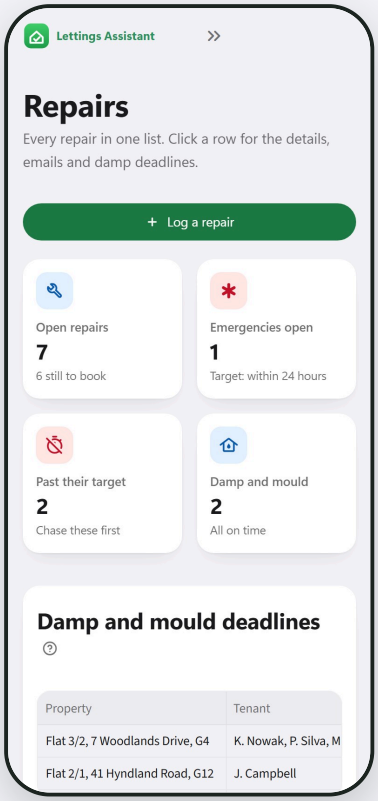
ON YOUR PHONE

The same app, made for a small screen

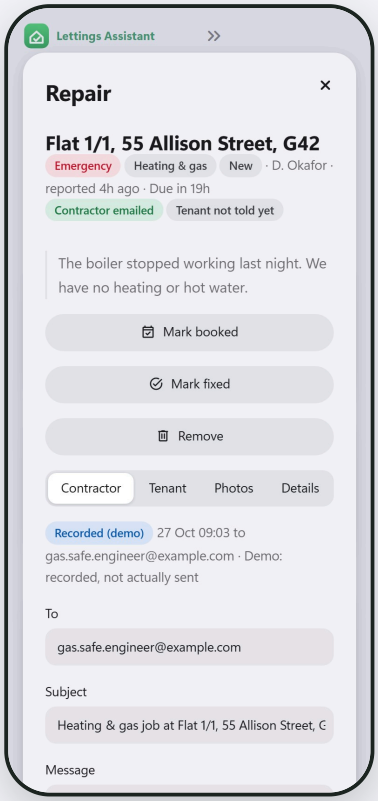
Out at a property? Open the same link on your phone. The screens rearrange themselves: bigger buttons, one thing at a time, and the menu tucks away until you need it.



Today. The most urgent job first, with one big button.



Repairs. The list, search and filters in one column.



One repair. Book it and email the contractor.

What changes on a phone

- ✓ The menu down the left folds away behind a small arrow.
- ✓ Figures sit in two columns, then one.
- ✓ Tap a line to open its window, which fills the screen.
- ✓ Buttons are large enough for a thumb.

What stays the same

- ✓ The same colours, wording and badges as on a computer.
- ✓ Light or dark: choose from the ⋮ menu.
- ✓ Nothing is sent until you press the button.
- ✓ The demo still uses made-up data.

Lettings Assistant

YOUR TURN

Try it in two minutes

1. **Open the link** in any browser. If you see a sleeping page, press the button and wait a minute.
2. **Start on Today** and press *Start with*.
3. **Open Compliance**, click a line, choose *Add a certificate* and press *Try a sample gas certificate* to watch the AI read it.
4. **Open Repairs** and press *Log a repair*. Paste any message and see it sorted.
5. **Tell us what you think.** What would save your team the most time?

lettings-assistant.streamlit.app

Point your phone camera at the code

One list of what needs you
Certificates, rent, repairs and deadlines, most urgent first.

An AI that does the reading
It sorts, reads and drafts. You check and decide.

Your records, your way
Start with a spreadsheet. No new system to learn.

Want to see it with your own properties?

A simple spreadsheet of your properties, certificate dates, tenants and rent is all it takes. Just reply to the email that brought you this guide.

The demo uses made-up data: please do not enter real tenant or landlord details. Rules and dates in the app are a guide: always check the current rules before relying on them with a client.

DEMO UPDATE · 31 OCTOBER 2026

New in this demo update

These features were merged into the demo's main branch on 31 October. Deployment was triggered; the hosted rollout has not yet been independently verified.

Dated payment receipts

Open a rent account, enter the amount, date received and payment reference, then choose **Record payment**. The balance updates and a receipt appears in the same panel. Close and reopen it to review the receipt.

Data & settings → **Download everything** includes a Rent payments worksheet with dated receipts, references and the account they belong to.

Appointments and inspection notes

Open a repair and expand **Appointment and inspection notes**. Choose the visit date and time, enter the contractor's name and email, and add your findings. **Save appointment and notes** records the visit and marks the repair as booked.

Use **Save inspection notes** to update findings without changing the visit. Reopen a fixed repair before booking another appointment. Saving a booking does not send an email or create an external calendar appointment.

Safe fictional practice

The public demo uses made-up data and requires no login. Receipts, appointments and notes stay in your browser session; they are not a permanent database. Resetting or changing the dataset clears receipt history. Download your fictional examples before resetting.

What was checked

Streamlit form tests verified payment save/reopen/export and appointment save/reopen, including a separate notes update. Browser save/reopen checks remain unverified because browser access was rejected. Rules and compliance dates still need independent review before client use.