



LANDLORD ONLINE PORTAL

Learn About Our Online Landlord Portal

Located in Liverpool & Merseyside, Lewis & Foy Lettings consolidate decades of experience with a modern approach to letting property and property management. Our lettings agents can help you manage and maximise your property.



Deposit
Protection
Service

PRS

Property
Redress
Scheme

rightmove



APPROVED
CONTRACTOR

arla | propertymark

PROTECTED

Contents

- 05 Getting Started & Logging In
- 06 Portal Location - Your Summary
- 07 Portal Location - Your Finance
- 09 Portal Location - Your Properties
- 10 Portal Location - Your Tenancies
- 11 Property Page
- 14 Tenancy Summary

Liam Foy - Director



A Message from Our Director

At Lewis & Foy Lettings, our mission is to provide landlords with **unparalleled peace of mind while maximising the performance of their property investments**. Strategically located in the heart of Liverpool, we expertly manage approximately £60 million in AUM for a diverse clientele, ranging from first-time investors to owners of extensive portfolios, including our own!

We have invested years in developing **Propiance**, our own **proprietary** Client Management System (CMS), specifically designed to streamline the management of clients, properties, tenancies, and financial operations.

This robust and intuitive platform manages **millions** of annual revenue, ensuring efficient and **precise** management of finances

Our advanced online portal empowers clients with seamless, **24/7 access** to real-time data, enabling effortless monitoring of account details, tenancy updates, and property performance.

We are committed to delivering clear, comprehensive insights, ensuring our clients have a complete and straightforward understanding of their investments' financial position.

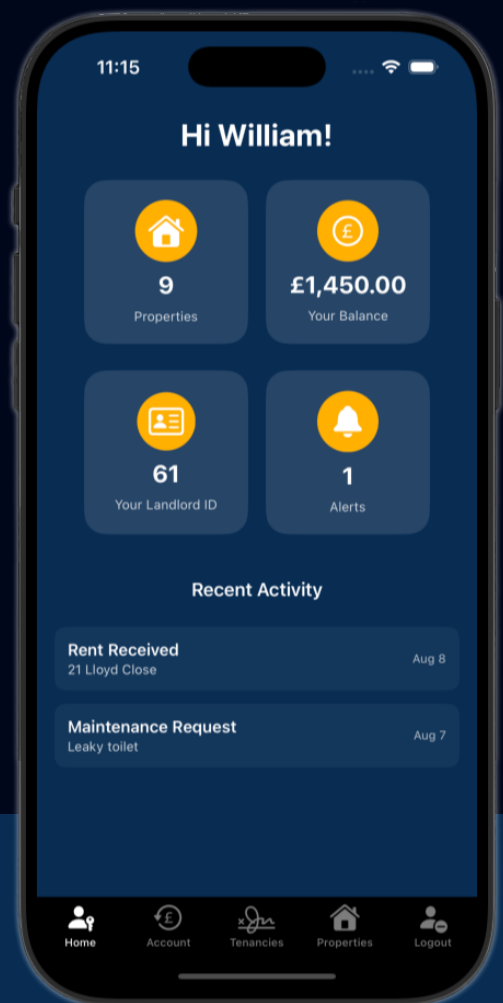
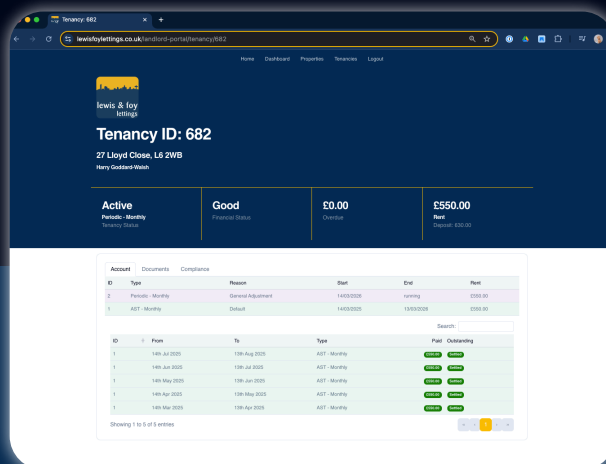
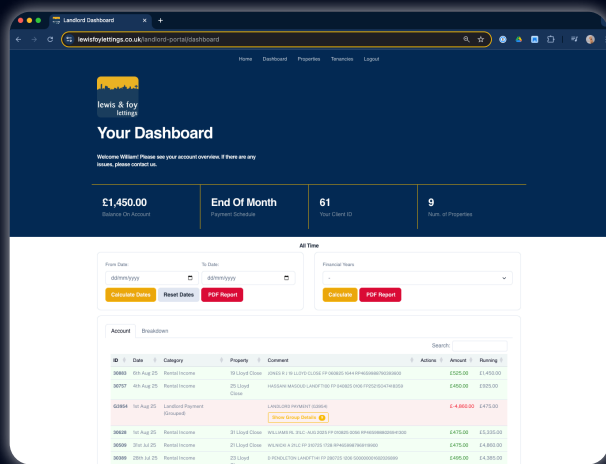
As investors ourselves, we **refuse** to be a blackbox. We will continue to bring the clients into our business. Our Portal brings you into our office.

Liam Foy
Director

A stylized, handwritten signature in dark ink, likely belonging to Liam Foy.

Online Portal & iPhone App

We have developed our own **Online Portal** and **iPhone (iOS) App**. This allows you to keep track of your account, properties, tenancies and download your documentation. **The application shows data Live from our internal management system in real-time.**



Getting Started - Logging in

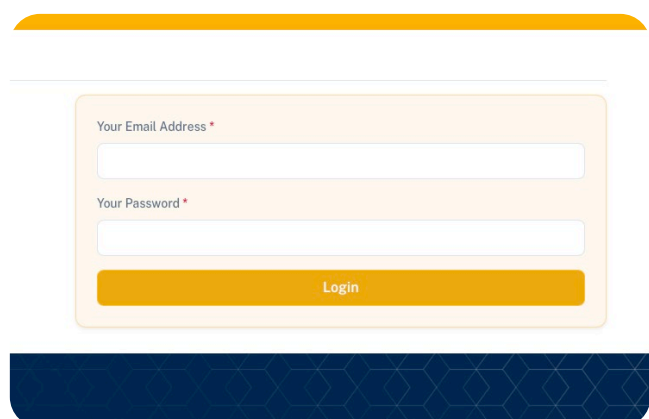
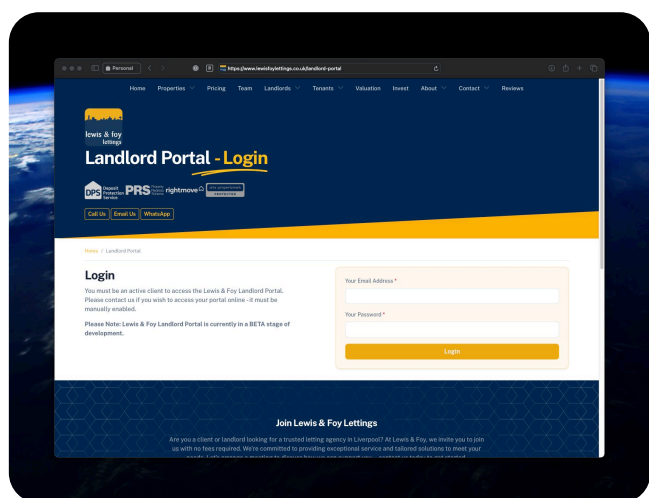
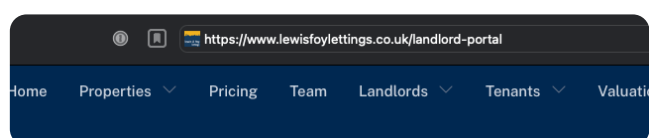
Please contact us to enable your account. Send an email to:
office@lewisfoylettings.co.uk

You can access your online account on the **Landlord Portal** by viewing our website and clicking 'Landlord Portal'. We recommend using the following web browsers:

- **Google Chrome** (Windows / Mac OS X / iOS)
- **Apple Safari** (Mac OS X / iOS)
- **Microsoft Edge** (Windows / Mac OS X / iOS)

You can access the portal via the following URL:

<https://www.lewisfoylettings.co.uk/landlord-portal>



1

Contact Us

Your account requires manual activation before you can access it. The email address associated with your account will serve as your login email. We will also set your password for you.

2

Logging In

We will confirm your account access and provide you with a password. Please note that this password cannot be changed once it is set.

3

Your Summary

If you successfully login, you will be forwarded to the Summary of your account. If you have issues logging into your account, please contact us at:

office@lewisfoylettings.co.uk

Your Summary

Once you have logged in, you will initially see the **'Your Summary'** location of the portal. At the top of the portal, you will see **Summary, Finance, Properties, Tenancies & Logout**.

lewis & foy
lettings

Your Summary

Welcome William! Please see your account overview. If there are any issues, please contact us.

£2,500.00 Balance On Account	End Of Month Payment Schedule	61 Your Client ID	9 Num. of Properties
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Tenancy Arrears

£0.00

Last Payment - 1st Aug 2025

£4,860.00 (Grouped)

Latest 10 Transactions

ID	Date	Category	Property	Comment	Actions	Amount
31111	15th Aug 25	Rental Income	15 Lloyd Close	R NEWTON LANDFT414 FP 150825 0944 300000001615674961		£500.00
31081	14th Aug 25	Rental Income	27 Lloyd Close	HARRY GODDARD-WALSLANDFT682 FP 140825 0243 PDDKXRUST25RR3U1ID		£550.00
30883	6th Aug 25	Rental Income	19 Lloyd Close	JONES R J 19 LLOYD CLOSE FP 060825 1644 RP4659988790393600		£525.00

Information

Your account overview:

- **Balance On Account:** The total amount of money we hold on account, even if you have multiple properties.
- **Payment Schedule:** The schedule of your payments. Default is **End of Month**.
- **Client ID:** Your Account Identification number - this is unique to you.
- **Num. of Properties:** The total number of properties we manage for you.

Tenancy Arrears

This will be the total of all your Tenancy Arrears. For example, if you have two properties with us, both in arrears, this would be the total of both.

Last Payment

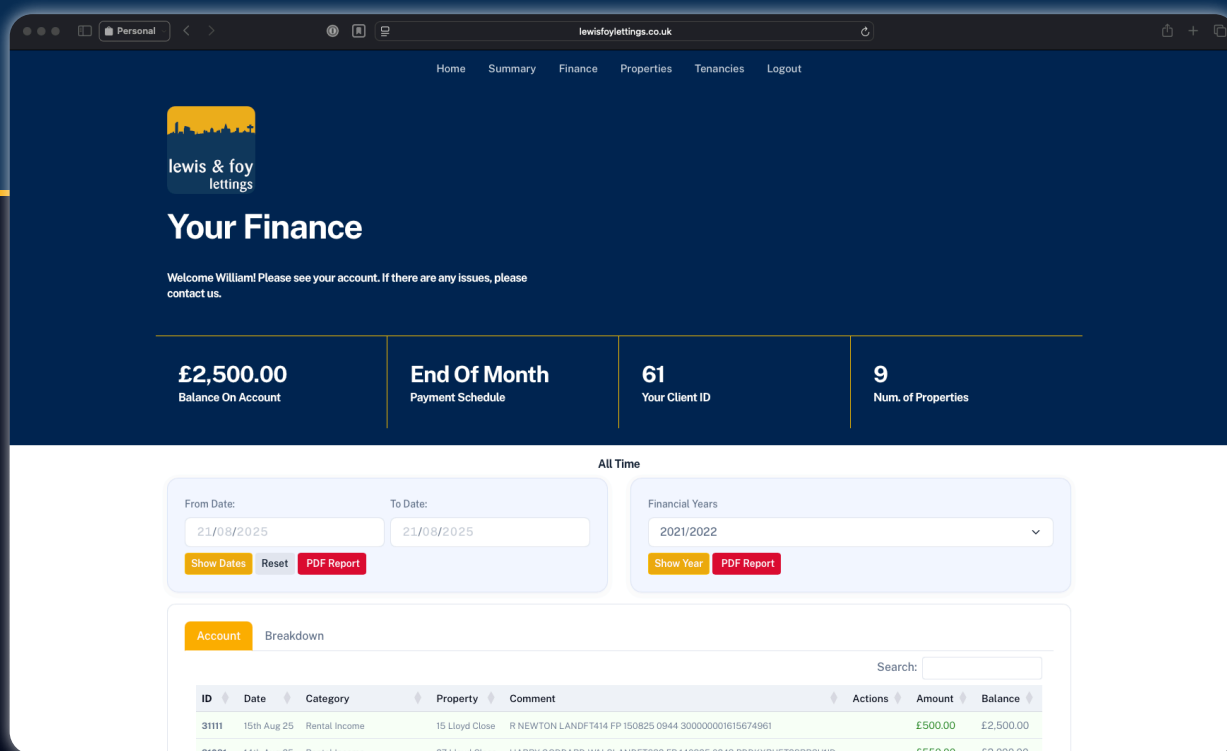
The last payment made from Lewis & Foy Lettings to your nominated Bank Account.

Latest 10 Transactions

The 10 most recent Account Transactions in **Date Order**.

Your Finance

Your Finance tab shows your entire account from the start of your management with ourselves. You can sort by **Date** or **Financial Year**. You can also Search for transactions within your account.



Information

Your account overview:

- **Balance On Account:** The total amount of money we hold on account.
- **Payment Schedule:** The schedule of your payments. Default is **End of Month**.
- **Client ID:** Your Landord/Client Identification number - this is unique to you.
- **Num of Properties:** The total number of properties we manage for you.

From/To Dates & All Time

By default, your complete account history will be calculated and displayed - there is Pagination at the bottom of the page to move between pages. **All Time** will change to the Dates you select as you filter the transactions based on your preference.

Filtering

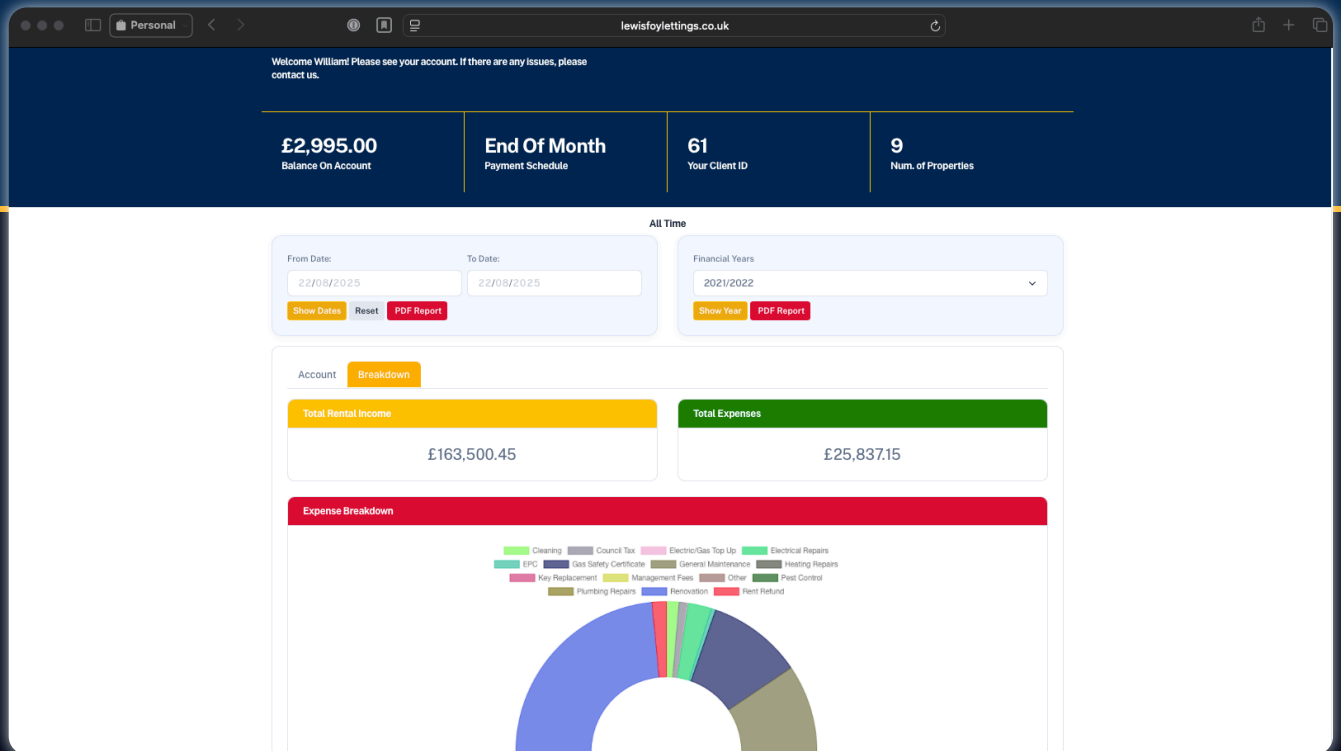
Propiance allows you to specify Dates which you can manually enter. You can also select the Financial Year, going back in time to the opening of your account. Reset will remove the Dates and request the whole account again. You can also Search your entire account history too, for instant results.

PDF Report

With the Dates or Financial Year you have selected, PDF Report will collect all your transactions & invoices and instantly download a .zip/ZIP Archive with a statement and all relevant invoices. It will also separate them into folders based on their Category, allowing your accountant to quickly perform tax analysis.

Your Finance Breakdown

Within **Your Finance**, You can see a breakdown of your account with a **Donut Chart** documenting your **Rental Income & Expenditure** within the selected period, or Financial Year.



Information

When selecting the **Dates**, or **Financial Year**, you will see a break down including:

- **Total Rental Income:** The total amount of rental income receive during the selected period. This will be the total of multiple properties, if you have more than one.
- **Total Expenses:** The Total Expenses of the period selected.
- **Donut Chart:** A breakdown of the expenses as a whole for the period selected.
- **Expenses:** The table documents your expenses broken down into Category, based on the **Dates/Financial Year** you selected.

Your Properties

Your Properties will show you all Properties under management with Lewis & Foy Lettings. From this you can select a particular property.

Search:

ID	Number	Street	Postcode	Balance
55	23	Lloyd Close	L6 2WB	£0.00
56	15	Lloyd Close	L6 2WB	£500.00
89	25	Lloyd Close	L6 2WB	£450.00
90	27	Lloyd Close	L6 2WB	£550.00
91	19	Lloyd Close	L6 2WB	£525.00

Information

The table shows a list of each of the properties we manage on your behalf. You can also **Search & Filter** on the table columns as you desire.

- **Balance On Account:** The total balance Lewis & Foy Lettings hold on account for all properties (your entire account).
- **Payment Schedule:** Your Payment Schedule.
- **Client ID:** Your Landlord/Client ID.
- **Num of Properties:** Number of properties Lewis & Foy Lettings manage on your behalf.

The table shows a list of each property under management:

- **ID:** The Unique ID for your Property
- **Number:** The Property Number
- **Street:** The Property Street
- **Postcode:** The Property Postcode
- **Balance:** The Balance of this particular property

Your Tenancies

Your Tenancies will show you a list of all current **Active Tenancies** for your properties. You can see an overview of each **Tenancy** and the **Financial Status/Tenancy Status**.

Search:

TID	Property	Postcode	Status	Financial Status	Balance
100	25 Lloyd Close	L6 2WB	Active	Good	£245.00 Credit
106	31 Lloyd Close	L6 2WB	Active	Good	£0.00
141	23 Lloyd Close	L6 2WB	Active	Good	£0.00
192	21 Lloyd Close	L6 2WB	Active	Good	£0.00
624	15 Lloyd Close	L6 2WB	Active	Good	£0.00
682	27 Lloyd Close	L6 2WB	Active	Good	£0.00
705	33 Lloyd Close	L6 2WB	Active	Good	£0.00
712	29 Lloyd Close	L6 2WB	Active	Good	£169.60 Credit
717	19 Lloyd Close	L6 2WB	Active	Good	£0.00

« 1 »

Information

The table shows a list of each currently **Active Tenancy**.

- **TID:** The Unique ID for your Tenancy
- **Property:** The Property Number and Property Street (or Name) address
- **Postcode:** The Property Postcode
- **Status:** The current Status of the Tenancy
- **Financial Status:** Either Good or Overdue - this tells you whether a Tenancy is in Arrears or not
- **Balance:** The Tenancy Balance, whether in Credit/Overdue or neither. This will also include the amount

Property Summary

From **Your Properties**, you can select a particular property and you will see only information for the chosen property. The same functionality as **Your Finance** is available for each property.

The screenshot displays the 'Property Summary' page for '23 Lloyd Close, Everton, L6 2WB'. The page features a dark blue header with the Lewis & Foy Lettings logo and navigation links. Below the header, the property name and address are prominently displayed. A summary section shows four key metrics: Balance On Account (£0.00), Property ID (55), Our Service (Full Management), and Percentage (0.00%).

Below the summary, there are filters for 'All Time' data, including 'From Date' (22/08/2025), 'To Date' (22/08/2025), and 'Financial Years' (2021/2022). There are buttons for 'Show Dates', 'Reset', 'PDF Report', 'Show Year', and 'PDF Report'.

The main section is titled 'Account' and contains a table of transactions. The table has columns for ID, Date, Category, Description, Actions, Amount, and Balance. The first transaction is a 'Landlord Payment' of £-495.00 on 1st Aug 25, and the second is a 'Rental Income' of £495.00 on 28th Jul 25.

ID	Date	Category	Description	Actions	Amount	Balance
30587	1st Aug 25	Landlord Payment	LANDLORD PAYMENT		£-495.00	-£0.00
30389	28th Jul 25	Rental Income	D PENDLETON LANDFT141 FP 280725 1206 500000001602026899		£495.00	£495.00

Information

Each property we manage for you will have it's own summary.

- **Balance On Account:** The total amount Lewis & Foy Lettings hold on account for the particular property
- **Property ID:** The Unique Property ID
- **Our Service:** The particular service for this property. For example, Full Management
- **Percentage:** The Percentage you are charged on Rental Income for this property

Property Compliance

For each **Property**, you can download and view the relative **Compliance Documentation** for the particular property you selected. For example, **Gas Safety Certificate & EICRs**.

The screenshot displays the Lewis & Foy Lettings website interface. The top navigation bar includes links for Home, Summary, Finance, Properties, Tenancies, and Logout. The main header features the Lewis & Foy Lettings logo and the property address: 23 Lloyd Close, Everton, L6 2WB. Below this, a summary row shows: £0.00 Balance On Account, 55 Property ID, Full Management Our Service, and 0.00% Percentage.

The 'Compliance' tab is active, showing a breakdown of documents:

- Gas Safety Certificate (CP12)**: Valid until next inspection date 21st August 2026. Certificate was completed on 21st August 2025. [View Certificate](#)
- Electrical Installation Condition Report (EICR)**: Valid until next inspection date 19th August 2026. Certificate was completed on 19th August 2021. [View Certificate](#)
- Energy Performance Certificate (EPC)**: Valid until next inspection date 17th August 2030. Certificate was completed on 17th August 2020. [View Certificate](#)
- Selective License**: Completed 17th February 2023. [View Certificate](#)

Information

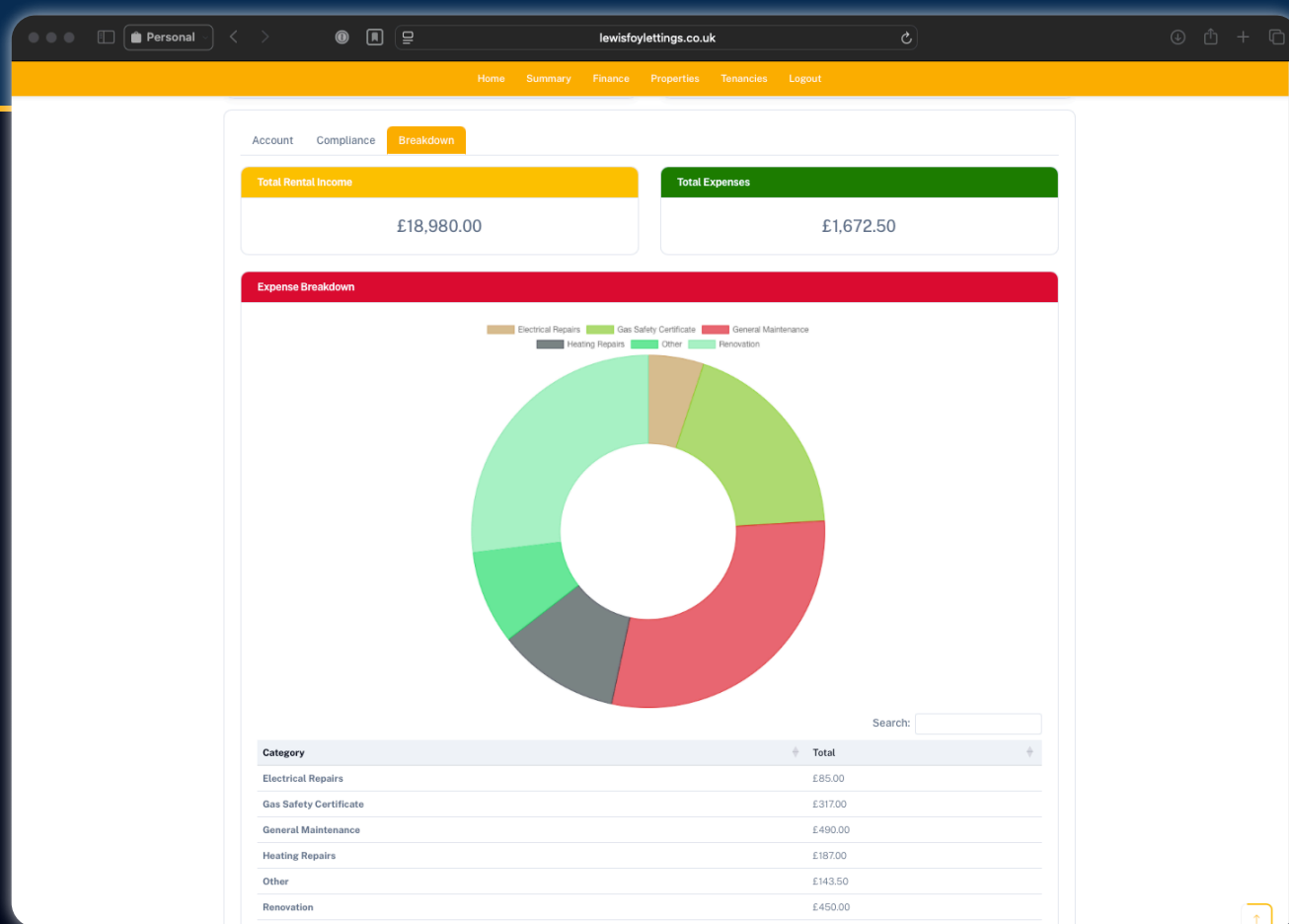
For each property, UK law mandates that we maintain compliance documentation, including CP12 and EICR certificates, which are available for download on this page. You will also see when the next compliance inspection is due and when the last was completed.

These can include:

- **CP12 Gas Certificate** (Landlord Gas Certificate)
- **EICR** (Electrical Installation Condition Report)
- **EPC** (Energy Performance Certificate)
- **Selective License** (Landlord License)

Property Breakdown

Similar to **Your Finance**, each property can have the Finances broken down to each particular property you view.



Information

When selecting the **Dates**, or **Financial Year**, you will see a break down for the selected Property including:

- **Total Rental Income:** The total amount of rental income receive during this period. This will be the total Rental Income for this particular property, not your account, if you have more than one property under management
- **Total Expenses:** The total Expenses of the period selected for the particular property
- **Donut Chart:** A breakdown of the expenses for the property (for the selected period)
- **Expenses:** The table documents your expenses broken down into Category, based on the Dates/Financial Year you selected (for the selected property)

Tenancy Summary

From **Your Tenancies**, you can view each individual **Tenancy**. This will give you the **Deposit Information, Tenancy Financial Status & Position** including a broken down table of each Monthly rental charge and the corresponding payment from your tenants.

Tenancy ID: 100
25 Lloyd Close, L6 2WB
Tenant: Masoud Hassani

Active Periodic - Monthly Tenancy Status	Deposit Deposit Protection Scheme Deposit Ref: 25203132	Good Financial Status	£245.00 (In Credit)	£525.00 Rental Amount Deposit: 250.00
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Account Documents Compliance

ID	Type	Reason	Start	End	Rent
4	Periodic - Monthly	Rent Increase	01/07/2025	running	£525.00
3	Periodic - Monthly	Rent Increase	01/07/2024	30/06/2025	£450.00
2	Periodic - Monthly	General Adjustment	01/04/2020	30/06/2024	£395.00
1	AST - Monthly	Default	01/10/2019	31/03/2020	£395.00

Search:

ID	From	To	Type	Paid	Outstanding
4	1st Aug 2025	31st Aug 2025	Periodic - Monthly	£525.00 Settled	
4	1st Jul 2025	31st Jul 2025	Periodic - Monthly	£525.00 Settled	
3	1st Jun 2025	30th Jun 2025	Periodic - Monthly	£450.00 Settled	
3	1st May 2025	31st May 2025	Periodic - Monthly	£450.00 Settled	
3	1st Apr 2025	30th Apr 2025	Periodic - Monthly	£450.00 Settled	
3	1st Mar 2025	31st Mar 2025	Periodic - Monthly	£450.00 Settled	
3	1st Feb 2025	28th Feb 2025	Periodic - Monthly	£450.00 Settled	
3	1st Jan 2025	31st Jan 2025	Periodic - Monthly	£450.00 Settled	

Information

When selecting a particular Tenancy, you can see a breakdown of the Financial Position of the tenancy:

- **Tenancy Status:** Status of the Tenancy, for example, **'Active'**. This includes the Tenancy Position, for example, Periodic, Fixed Term, Regulated etc
- **Deposit:** The **Deposit Scheme** and the Deposit **Identification** for this Tenancy within the scheme
- **Financial Status:** The Financial Position of the Tenancy, whether it is in Credit or Debt
- **Rental Amount:** The current Rental charge being demanded for this property
- **Tenancy Position:** The table shows columns documenting the rental demand Period and whether the period (for example, each month) has been paid

Tenancy Documents

When you are viewing a particular **Tenancy**, you can select the Compliance tab to view relative documentation to the **Tenancy**, such as the **Tenancy Agreement & Deposit Certificates**.

The screenshot shows the Lewis & Foy Lettings website interface. At the top, there's a navigation bar with links: Home, Summary, Finance, Properties, Tenancies, and Logout. The main header area displays the Lewis & Foy Lettings logo, the Tenancy ID: 705, the property address 33 Lloyd Close, L6 2WB, and the tenant name Joseph Phillip, Anu William. Below this, a summary bar shows the tenancy is Active (Periodic - Monthly), the Deposit is £495.00 (in Credit), and the Rental Amount is £495.00. The bottom section features three tabs: Account, Documents, and Compliance. The Documents tab is selected, showing four document categories: Assured Shorthold Tenancy (AST), Deposit Certificate, Prescribed Information, and Prescribed Information Bundle. Each category has a 'View' button.

Information

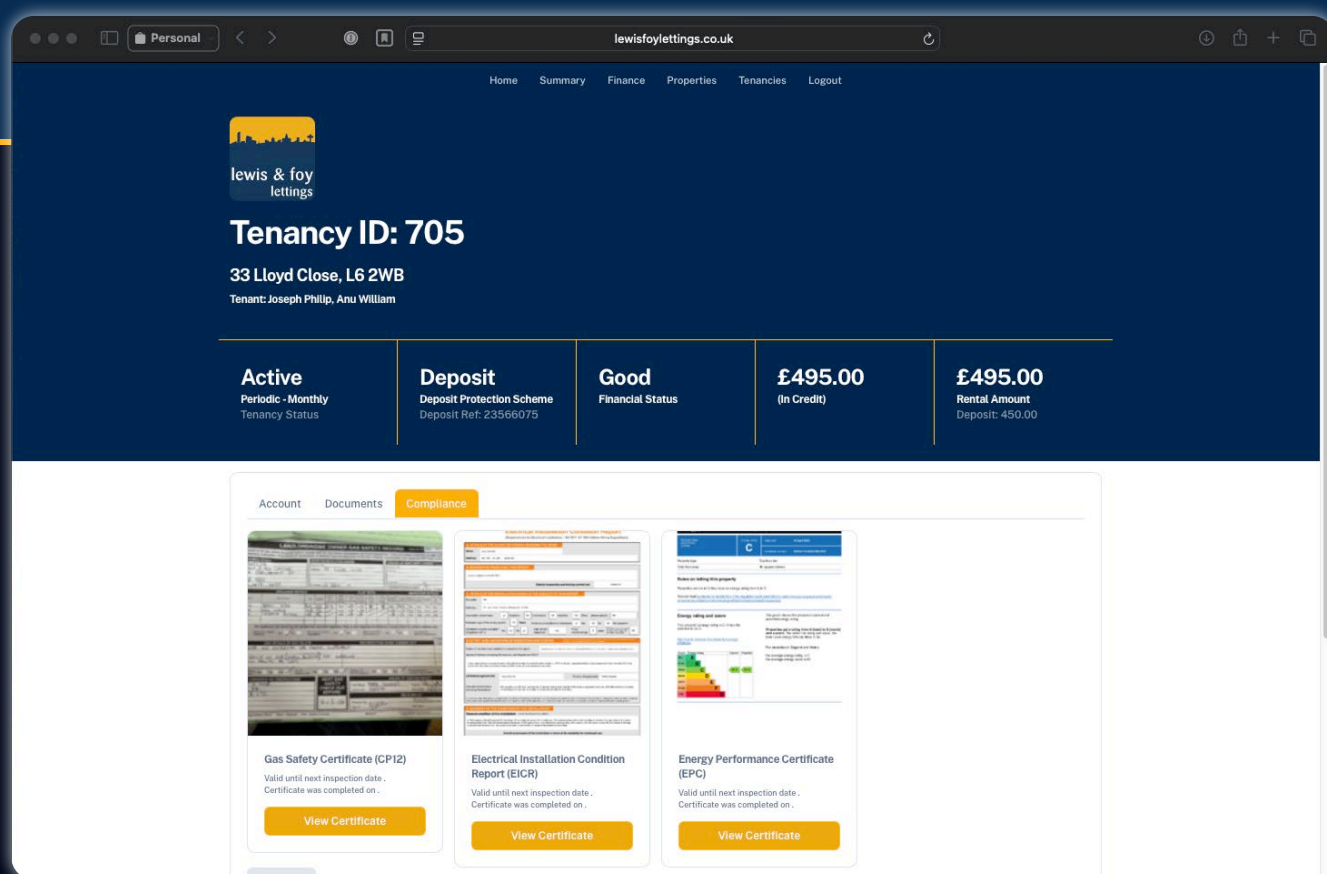
For each Tenancy, you can download and view related documentation.

These can include:

- **Tenancy Agreement:** The signed Tenancy Agreement.
- **Deposit Certificate:** The Deposit Certificate, for example, from the Deposit Protection Scheme
- **Prescribed Information:** Prescribed Information
- **Prescribed Information Bundle:** This contains all required documentation legally required to be served to the tenant in a single PDF document which is signed by the Tenants.

Tenancy Compliance

When viewing a **Tenancy**, you can quickly view the Compliance tab which contains the relative Property **Compliance Documentation**, such as **Gas Safety Certificates & EPCs** etc.



Information

For each property, UK law mandates that we maintain compliance documents, including CP12 and EICR certificates, which are available for download on this page. These are also available on the Property page.

These can include:

- **CP12 Gas Certificate:** Landlord Gas Certificate
- **EICR:** Electrical Installation Condition Report
- **EPC:** Energy Performance Certificate
- **Selective License:** Landlord License if required

Ready To Join Us?

Lets Speak.



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www.lewisfoyletings.co.uk



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