

Property manager guide

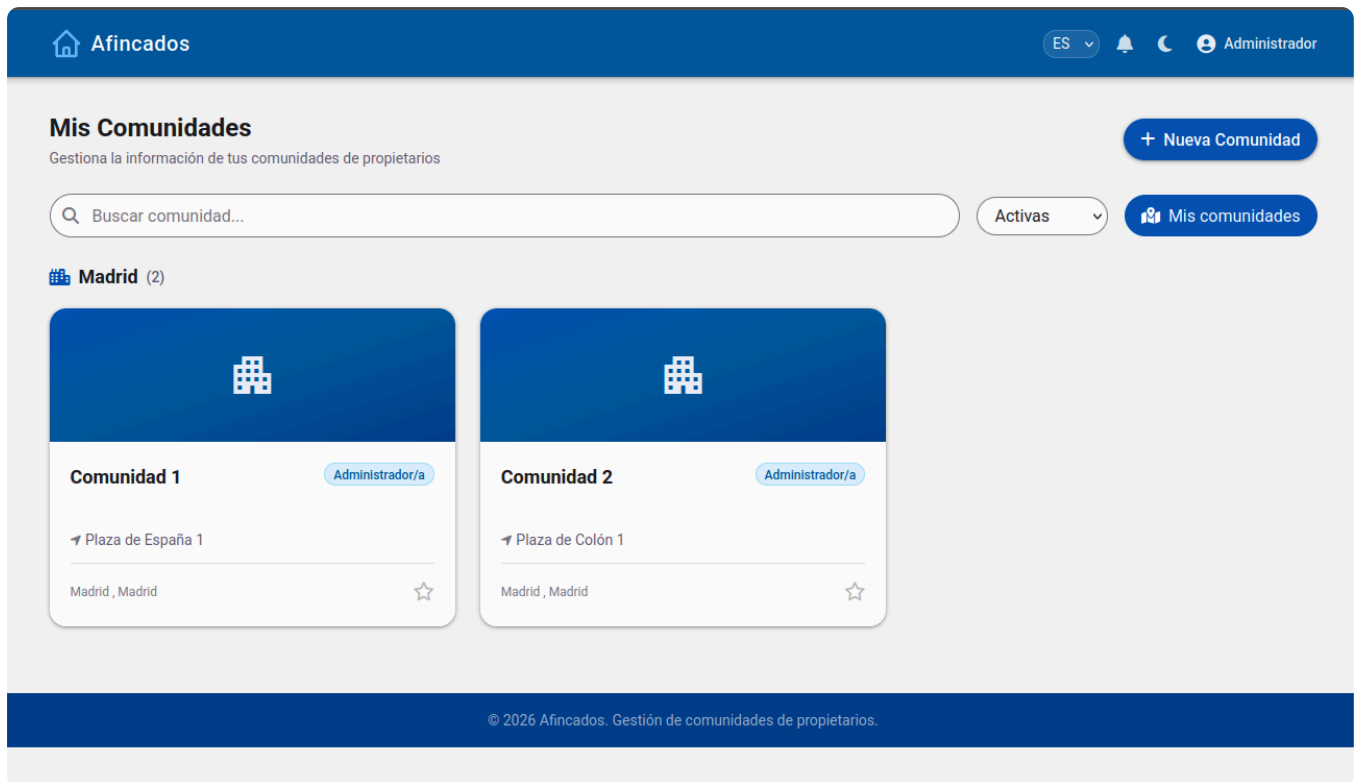
Everything you can do as a property manager: communities, building, finances, tax, incidents, suppliers and communication.

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The **property manager** is the role with the most permissions in the application. It is the only one that sees the **Tax**, **LPH Advisor**, **Calendar** and **Manager inbox** tabs, and the only one that can create new communities.

Your communities

After signing in you land on **My Communities**, with one card per community you manage. The **New Community** button creates a community and starts the setup wizard.



Community list. The badge shows your role in each one.

Community tab

The general record: address, tax ID, cadastral reference, contact details, the board and the users. From here you add residents, assign board positions and edit the community details.

The screenshot displays the 'Afincados' web application interface. At the top, a dark blue header contains a home icon, the text 'Afincados', a language dropdown set to 'ES', a notification bell, a moon icon, and a user profile labeled 'Administrador'. On the left, a sidebar lists various management functions: 'Mis Comunidades', 'Comunidad' (selected), 'Edificio', 'Finanzas', 'Documentos', 'Incidencias', 'Proveedores', 'Hacienda', 'Asesor LPH', 'Calendario', 'Buzón administrador', 'Comunicados', and 'Votaciones'. The main content area is titled 'Comunidad 2' with a star icon and a location pin indicating 'Plaza de Colón 1, 28001 - Madrid, Madrid'. Below this, there are buttons for 'Comunidad Simple', the CIF 'B111111111', and 'España'. A map section titled 'Ubicación' shows a Google Map of the area around Plaza de Colón, with a red pin marking the location. Below the map is a section titled 'Información de la Comunidad' with a 'Comunidad Simple' button. This section contains four data fields: 'CIF' (B111111111), 'PROVINCIA' (Madrid), 'TELÉFONO' (No disponible), and 'EMAIL' (No disponible). At the bottom, there is a 'Junta de Gobierno' section with the subtitle 'Cargos de la comunidad de propietarios'. A blue 'Ayuda' button is located in the bottom right corner.

Manager view: the sidebar includes Tax, LPH Advisor, Calendar and Manager inbox.

Building tab

The physical structure: divisions (entrances, car parks...), properties and ownership shares. You can add properties one by one, **import them from the Cadastre**, upload a **CSV**, open the **3D model** and export the list as **PDF**.

The screenshot displays the 'Afincados' web application interface. The top navigation bar is blue with a home icon, the text 'Afincados', a language dropdown set to 'ES', a notification bell, a moon icon for dark mode, and a user profile labeled 'Administrador'. On the left, a sidebar menu lists various community management functions: 'Mis Comunidades', 'Comunidad', 'Edificio' (highlighted), 'Finanzas', 'Documentos', 'Incidencias', 'Proveedores', 'Hacienda', 'Asesor LPH', 'Calendario', 'Buzón administrador', 'Comunicados', and 'Votaciones'. The main content area is titled 'Comunidad 2' with a star icon and address 'Plaza de Colón 1, 28001 · Madrid, Madrid'. It includes a 'Comunidad Simple' badge, a BIC code 'B111111111', and a location pin for 'España'. Below this, the 'Edificio' section shows '2 divisiones · 8 propiedades · 100.00% coef.' and a search bar for 'Buscar propietario o DNI...'. It features buttons for 'Todas', 'PDF', '3D', '+ Añadir división', '+ Añadir propiedad', 'CSV', and 'Catastro', along with 'Cuotas' and 'Histórico de cuotas' links. The 'Portal' section shows '4 propiedades · 98.00% coef.' and the 'Garajes' section shows '4 propiedades · 2.00% coef.'. The 'Categorías de gastos de esta comunidad' section is currently empty, with a '+ Nueva categoría' button and a message: 'No hay categorías personalizadas. Crea una con el botón "Nueva categoría".'. The 'Imágenes de la Comunidad' section shows 'No hay imágenes' and a '+ Subir imagen' button. An 'Ayuda' button is located in the bottom right corner.

Divisions and ownership shares. Make sure the total adds up to 100%.

Finances tab

Bank accounts, transactions (with **Norma 43** import), expense categorisation, ordinary and extraordinary fees, SEPA direct debits, arrears and the annual report.

The screenshot displays the 'Afincados' web application interface. The top navigation bar is blue with a home icon, the text 'Afincados', a language dropdown set to 'ES', a notification bell, a moon icon for dark mode, and a user profile icon labeled 'Administrador'. The left sidebar contains a list of navigation items: 'Mis Comunidades', 'Comunidad', 'Edificio', 'Finanzas' (highlighted in blue), 'Documentos', 'Incidencias', 'Proveedores', 'Hacienda', 'Asesor LPH', 'Calendario', 'Buzón administrador', 'Comunicados', and 'Votaciones'. The main content area shows details for 'Comunidad 2' (Plaza de Colón 1, 28001 - Madrid, Madrid). It includes a 'Comunidad Simple' badge with the ID 'B111111111' and 'España'. Below this are three main sections: 'Informe Anual' (Annual Report) with a line graph icon, 'Análisis de Morosidad' (Arrears Analysis) with a document icon and a red arrow, and 'Cuentas Bancarias' (Bank Accounts) with a '+ Añadir cuenta' button. The 'Cuentas Bancarias' section shows a 'Cuenta comunidad' (Community Account) with a balance of '1.886,38 €' and a 'PRINCIPAL' label. To the right, a 'Saldo Total' (Total Balance) section shows the same amount '1.886,38 €' and indicates '1 cuenta(s)'. An 'Ayuda' (Help) button is located in the bottom right corner.

Accounts, total balance and shortcuts to the annual report and arrears analysis.

Tax tab (manager only)

Exclusive to your role. It holds the **staff on payroll** (porters, caretakers), the monthly **payslips** with social security and income tax, other **income sources** and the community's **tax obligations** (forms 347, 111, 190, 303...).

Afincados

ES

Administrador

Mis Comunidades

Comunidad

Edificio

Finanzas

Documentos

Incidencias

Proveedores

Hacienda

Asesor LPH

Calendario

Buzón administrador

Comunicados

Votaciones

Comunidad 2

Plaza de Colón 1, 28001 · Madrid, Madrid

Comunidad Simple

B111111111

España

Personal contratado

Porteros, conserjes y demás trabajadores de la comunidad

Añadir empleado

NOMBRE	CARGO	CONTRATO	ALTA	BAJA	SALARIO BRUTO/AÑO	% IRPF	ESTADO
Portero Contratado	Portero	Indefinido	01/08/2025	—	300.000,00 €	16,00%	Activo

Nóminas

Recibos de salarios mensuales del personal contratado (Seguridad Social e IRPF)

Generar nómina

EMPLEADO	PERÍODO	DEVENGADO	DEDUCCIONES	LÍQUIDO	COSTE EMPRESA
Portero Contratado Portero	Julio 2026	25.000,00 €	4.319,12 €	20.680,88 €	26.578,40 €

Ayuda

Adding employees and generating payslips.

Afincados

ES

Administrador

Calendario

Buzón administrador

Comunicados

Votaciones

Nóminas

Recibos de salarios mensuales del personal contratado (Seguridad Social e IRPF)

Generar nómina

EMPLEADO	PERÍODO	DEVENGADO	DEDUCCIONES	LÍQUIDO	COSTE EMPRESA
Portero Contratado Portero	Julio 2026	25.000,00 €	4.319,12 €	20.680,88 €	26.578,40 €

Fuentes de ingresos

Antenas, parkings y otras fuentes de ingresos de la comunidad

Añadir fuente

Antena

Antena en azotea

5.000,00 €/año

Activa

Obligaciones fiscales

Modelos de Hacienda aplicables según la situación de la comunidad

Modelo 347 — Operaciones con terceros

Anual · Febrero

Siempre aplica

347

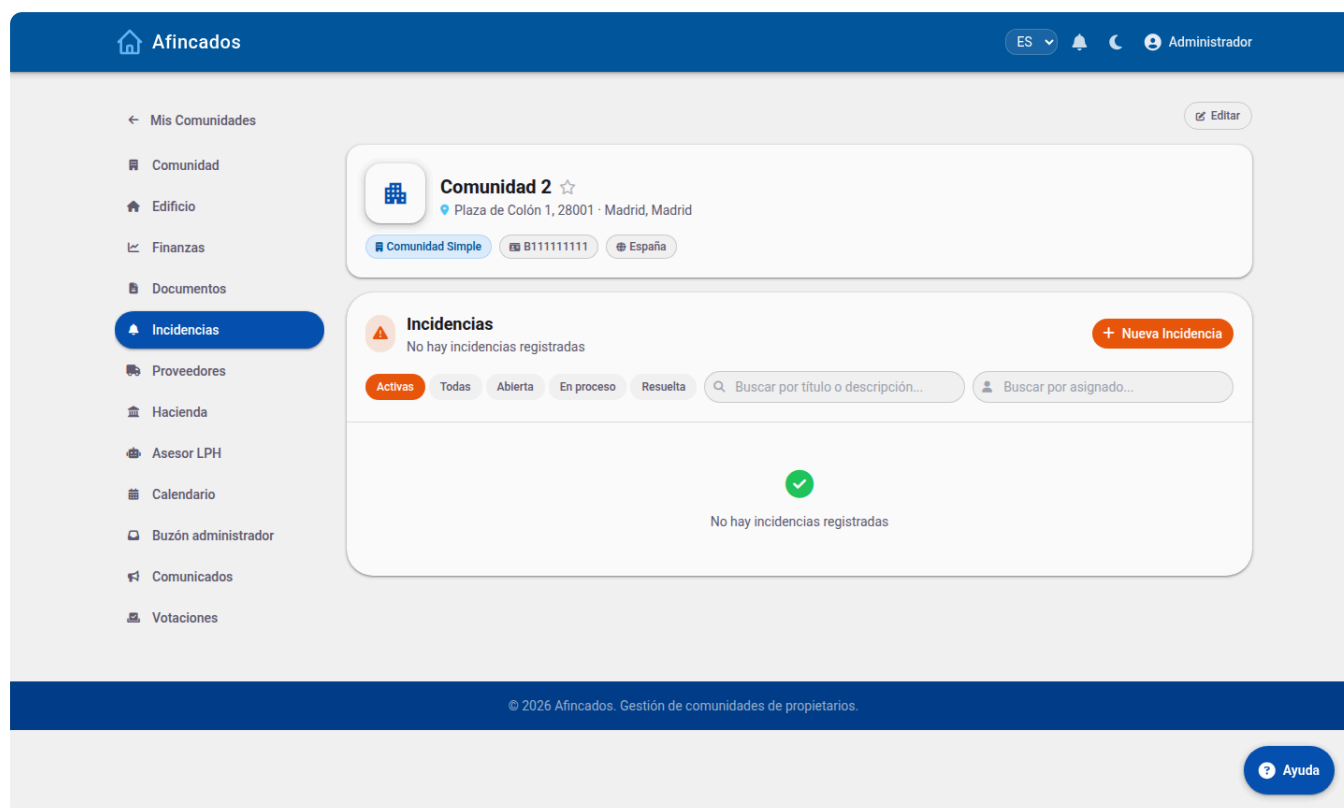
Declaración de operaciones con proveedores y terceros superiores a 3.005,06 € durante el año natural.
Presentación: mes de febrero del año siguiente.

Ayuda

Generated payslips and the tax forms that apply to the community.

Incidents tab

Every incident in the community, filtered by status (**Active**, **All**, **Open**, **In progress**, **Resolved**). You can create, edit, assign them to a supplier or a worker, and close them.



Only active incidents are shown by default: click «All» to see resolved ones too.

Suppliers tab

Suppliers grouped by expense category, with their **schedules** and the **workers** assigned to them. **Detect suppliers** suggests suppliers from your bank transactions.

The screenshot shows the 'Proveedores' section of the Afincados app. The top navigation bar is blue with a home icon, the text 'Afincados', and user information 'ES', a bell icon, a moon icon, and 'Administrador'. The left sidebar lists various community management tools, with 'Proveedores' highlighted in blue. The main content area shows the details for 'Comunidad 2' (Plaza de Colón 1, 28001 - Madrid, Madrid) with a 'Comunidad Simple' badge and a phone number. Below this, the 'Proveedores' section is titled 'Gestiona los proveedores asociados a categorías de gastos' and includes buttons for 'Buscar en tu zona', 'Detectar proveedores', and '+ Asignar'. Three supplier cards are listed: 'Agua' (AGUA COMPAÑÍA AGUAS ANÓNIMA), 'Electricidad' (ELECTRICIDAD COMPAÑÍA ELÉCTRICA S.A.), and 'Puerta garaje' (RECIBO EMPRESA AUTOMATISMOS S.L., marked as 'Principal'). Each card has an 'Añadir' button and icons for user management, notifications, editing, and deletion. A 'Trabajador Empresa' badge is visible at the bottom of the 'Puerta garaje' card. An 'Ayuda' button is in the bottom right corner.

Each supplier shows its shifts and the workers with access to the app.

Documents, announcements and votes

The screenshot shows the 'Documentos' section of the Afincados app. The top navigation bar is identical to the previous screenshot. The left sidebar has 'Documentos' highlighted in blue. The main content area shows the details for 'Comunidad 2'. The 'Documentos' section is titled 'Actas' and includes a 'Drive Comunidad' button. A large blue button labeled '+ Nuevo Documento' is prominent. Below it, a list of document folders is shown: 'Actas', 'Contratos', 'Convocatorias', 'Estatutos', 'Facturas', and 'Presupuestos'. Each folder has a 'Vecinos' badge indicating the number of residents who can see it (e.g., 'Vecinos 2'). An 'Ayuda' button is in the bottom right corner.

The «Residents» badge marks the folders owners can see.

The screenshot shows the 'Enviar comunicado' (Send announcement) screen in the Afincados app. The top navigation bar is blue with a home icon, the text 'Afincados', and user information (ES, a bell icon, a moon icon, and 'Administrador'). A left sidebar lists various community management tasks: Mis Comunidades, Comunidad, Edificio, Finanzas, Documentos, Incidencias, Proveedores, Hacienda, Asesor LPH, Calendario, Buzón administrador, Comunicados (highlighted in blue), and Votaciones. The main content area is for 'Comunidad 2' (Plaza de Colón 1, 28001 - Madrid, Madrid). It includes a 'Comunidad Simple' badge, a phone number (811111111), and a location pin for 'España'. Below this is a form to 'Enviar comunicado' with a title field, a dropdown menu set to 'General', a large text area for the message, and an optional expiration date field. A blue button 'Enviar y notificar' is at the bottom right. Below the form, it says 'COMUNICADOS RECIENTES' and 'Aún no hay comunicados en esta comunidad.' with a megaphone icon. A blue 'Ayuda' button is in the bottom right corner.

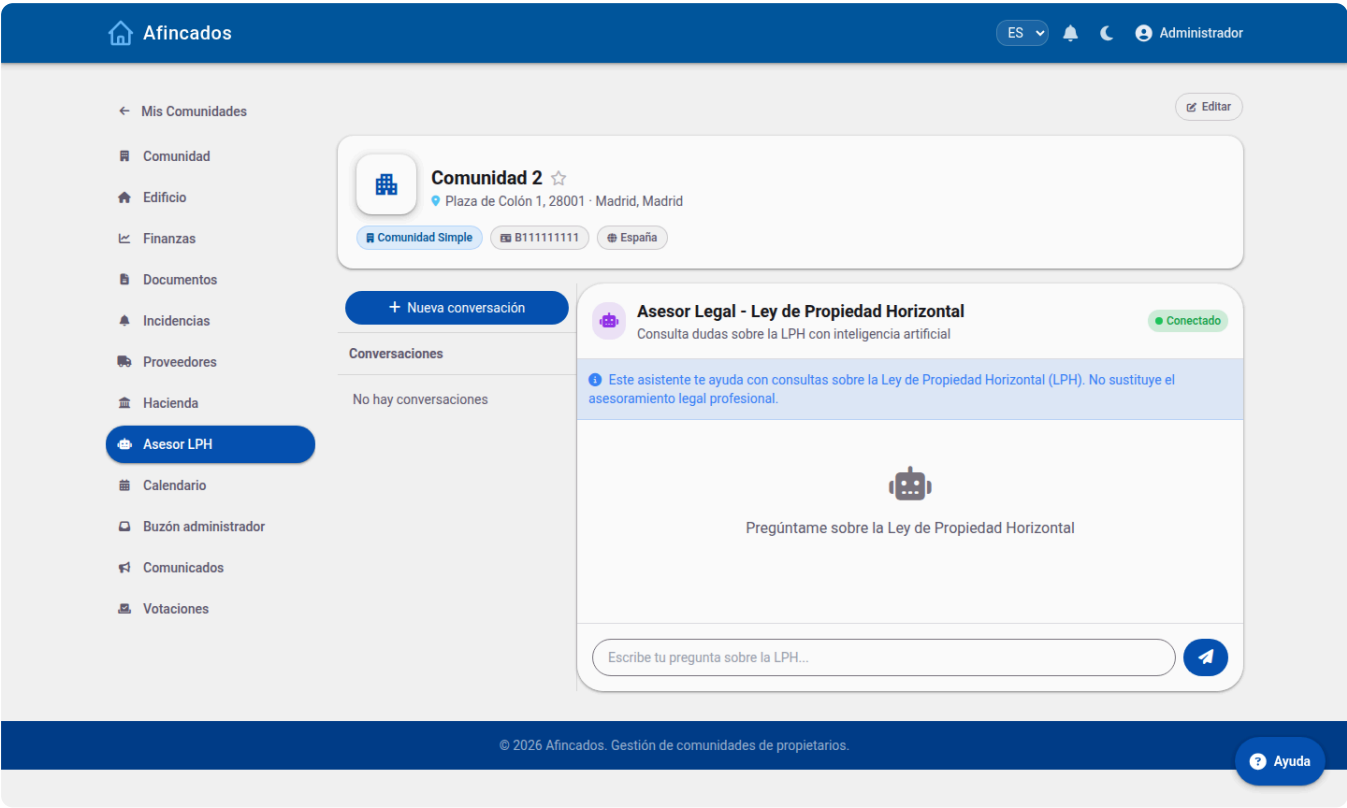
Urgent announcements are highlighted in the residents' app.

The screenshot shows the 'Votaciones' (Votations) screen in the Afincados app. The top navigation bar is blue with a home icon, the text 'Afincados', and user information (ES, a bell icon, a moon icon, and 'Administrador'). A left sidebar lists various community management tasks: Mis Comunidades, Comunidad, Edificio, Finanzas, Documentos, Incidencias, Proveedores, Hacienda, Asesor LPH, Calendario, Buzón administrador, Comunicados, and Votaciones (highlighted in blue). The main content area is for 'Comunidad 2' (Plaza de Colón 1, 28001 - Madrid, Madrid). It includes a 'Comunidad Simple' badge, a phone number (811111111), and a location pin for 'España'. Below this is a section titled 'Votaciones' with the subtitle 'Propuestas y decisiones de la comunidad por votación'. A blue button '+ Nueva votación' is at the top right. The main content area shows a large box with a checkmark icon and the text 'No hay votaciones aún' (No votes yet) and 'Crea la primera votación para que los propietarios puedan votar.' (Create the first vote so that the owners can vote). At the bottom, there is a blue bar with the copyright notice '© 2026 Afincados. Gestión de comunidades de propietarios.' and a blue 'Ayuda' button in the bottom right corner.

Live results and turnout by property.

LPH Advisor

An AI assistant for questions about the Spanish **Horizontal Property Act**. It is guidance only and does not replace professional legal advice.



Ask about the LPH; conversations are kept in the sidebar.