

AFINCADOS · HELP CENTER · ROLE GUIDES

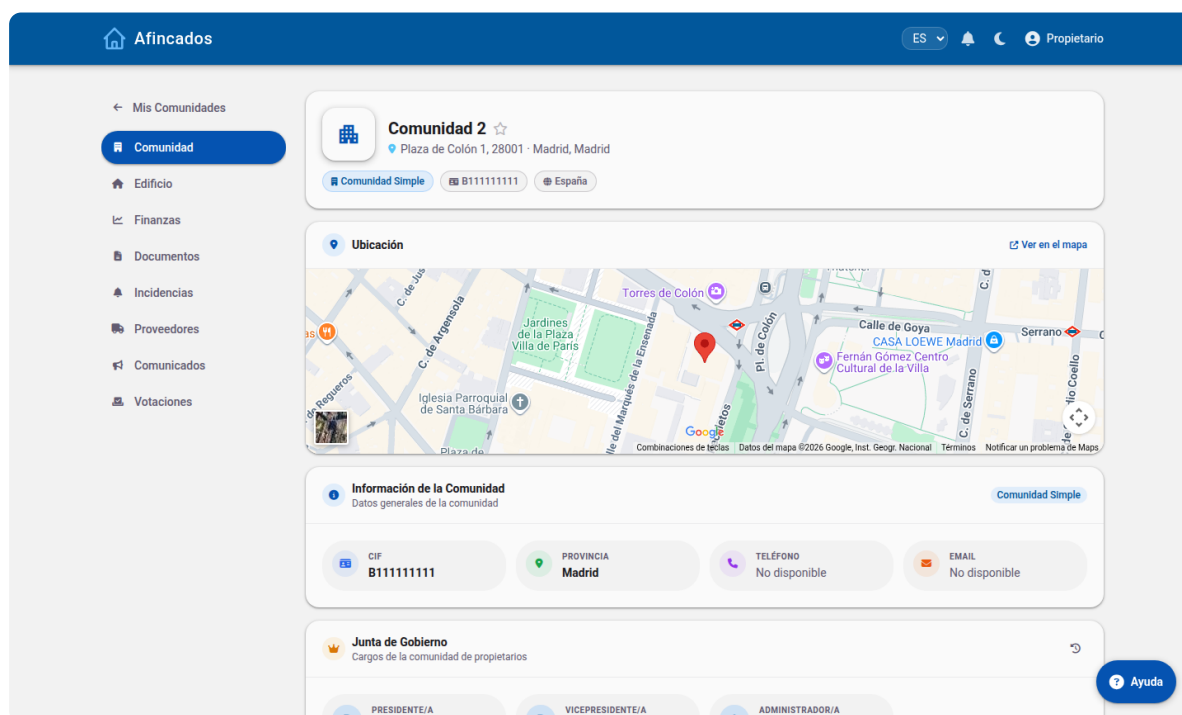
Resident guide

What you can check and do as an owner or tenant: fees, incidents, documents, announcements and votes.

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As a **resident** you have read access to your community's information and you can take part: report incidents, vote and book facilities. Management tasks (creating fees, assigning incidents, uploading documents) belong to the property manager and the board.

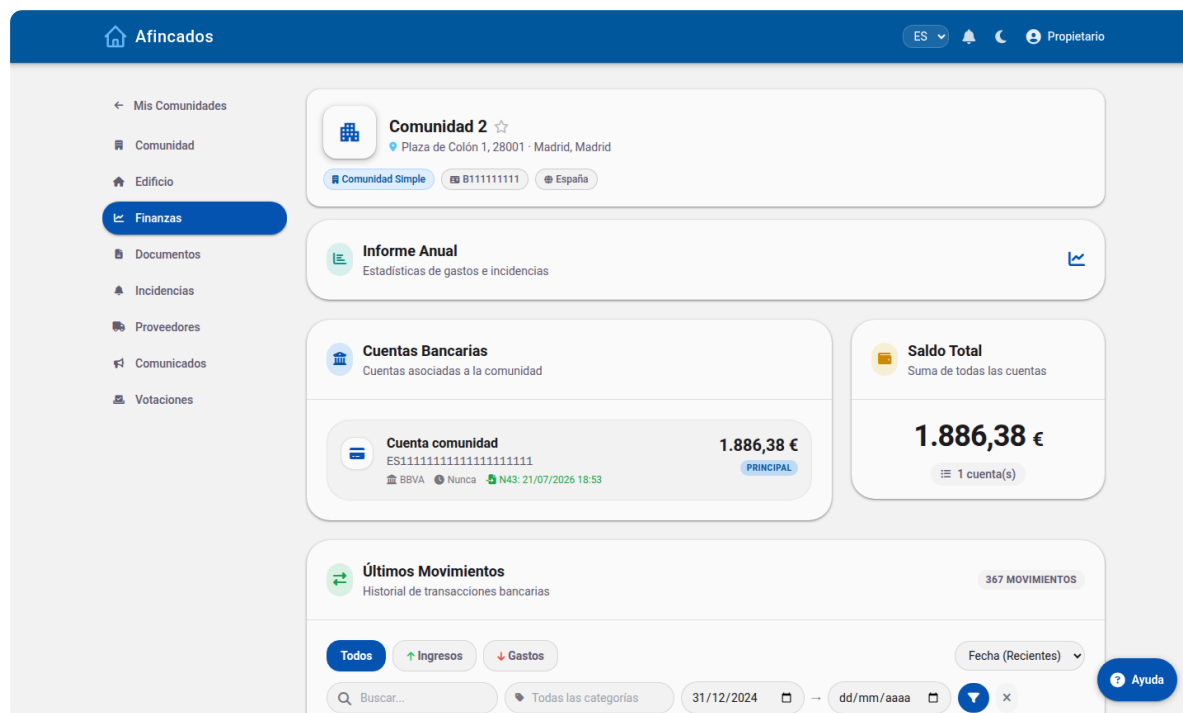
Your community



Resident view: Community, Building, Finances, Documents, Incidents, Suppliers, Passes, Announcements and Votes.

Fees and finances

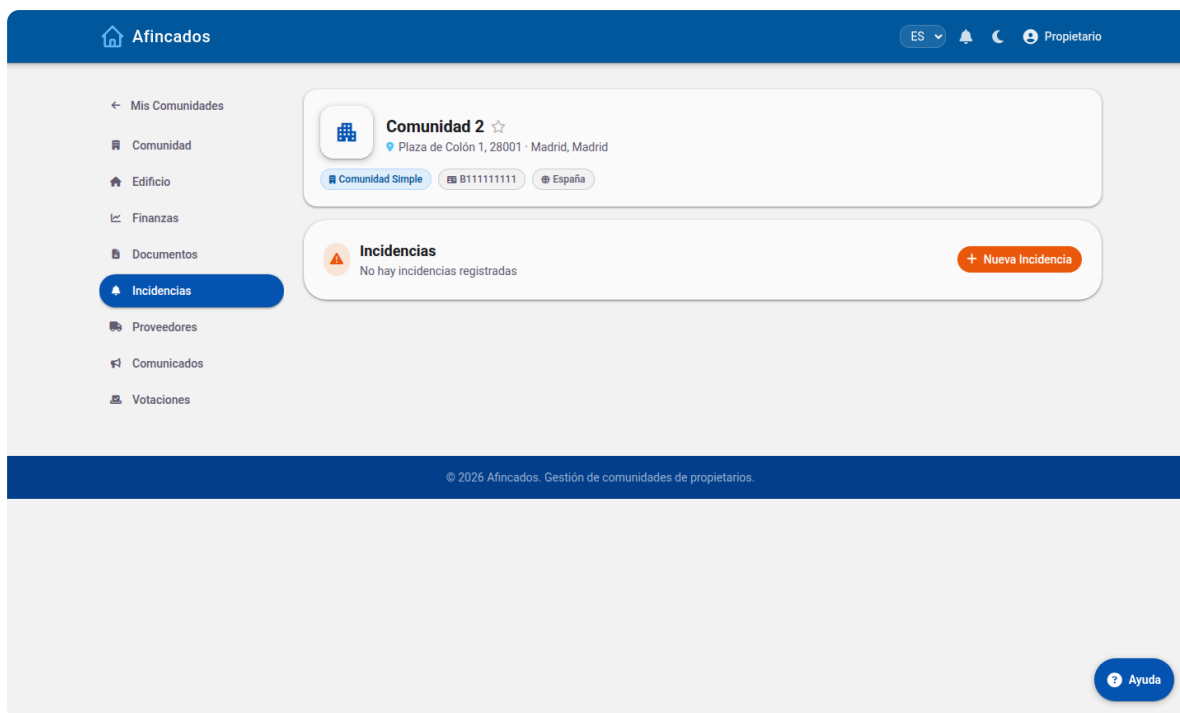
Check the community's financial position: accounts, balance and transactions. It is a **read-only** view.



Residents see balances and transactions but not the manager's actions.

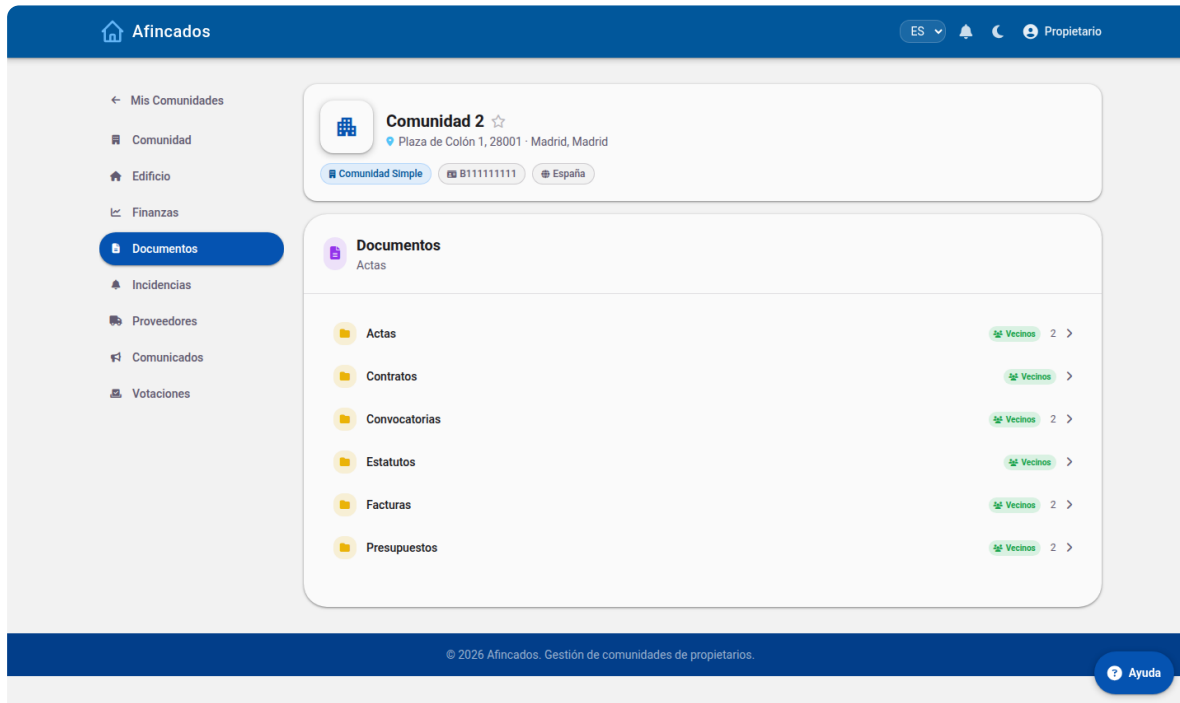
Incidents

You can **report an incident** and follow its status until it is resolved.

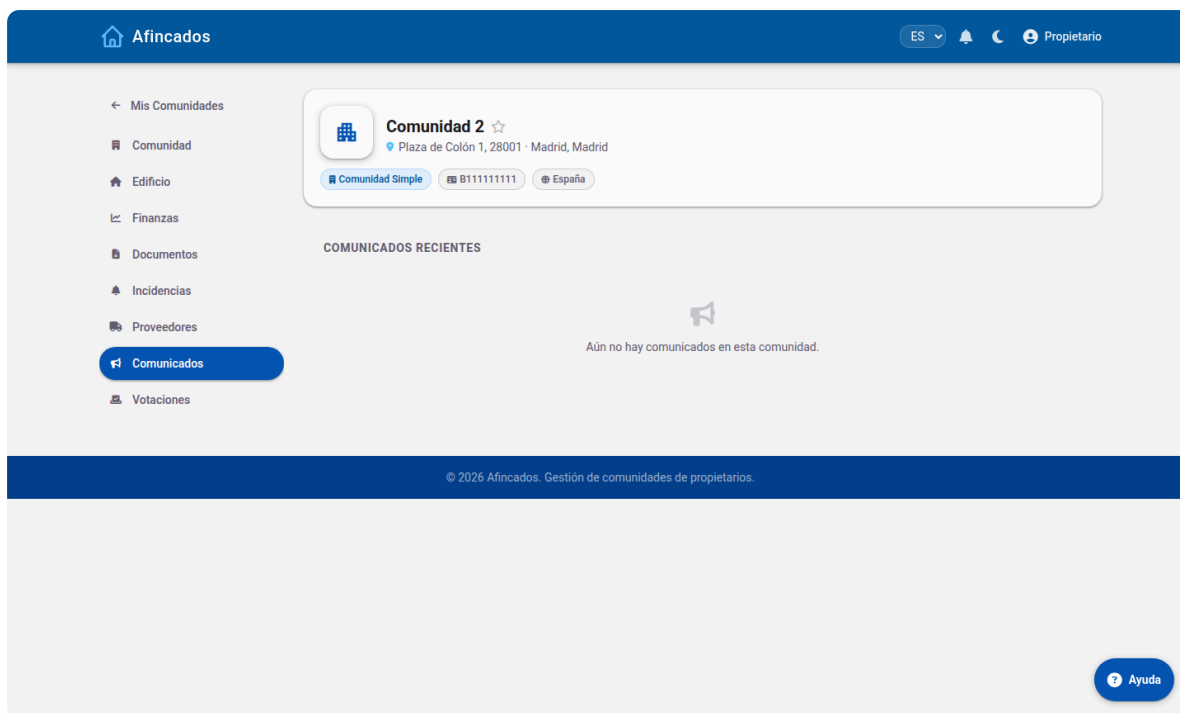


Click «New Incident», describe the problem and attach a photo if you can.

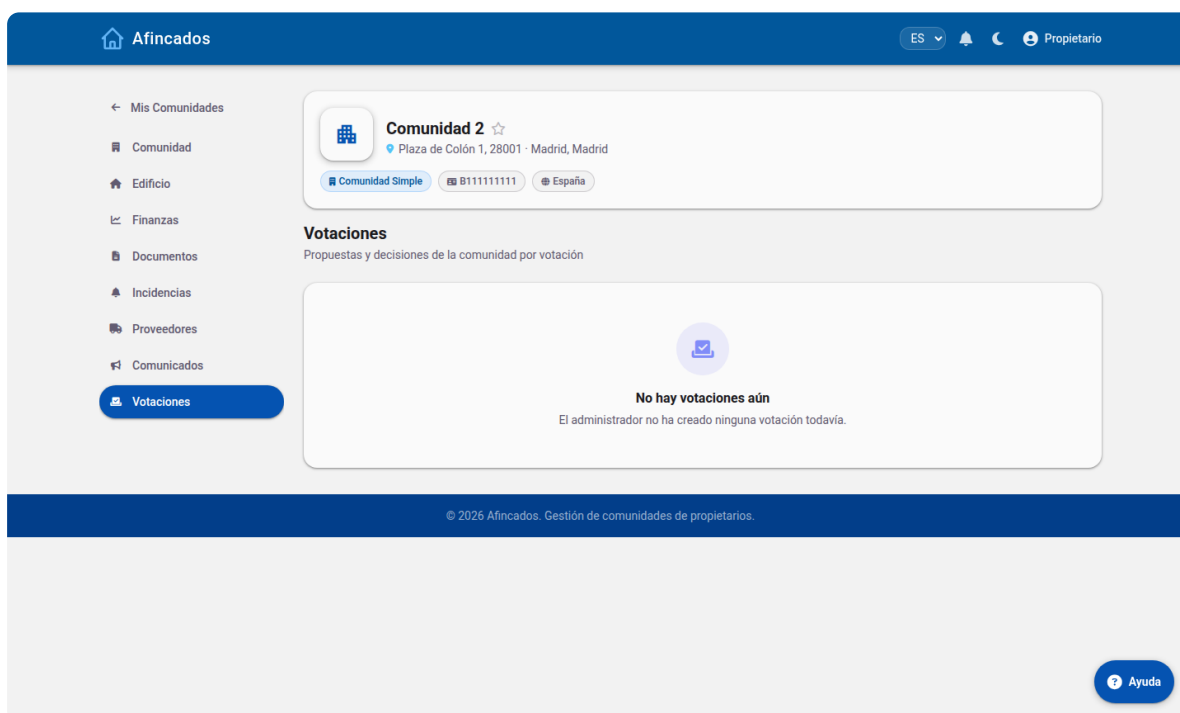
Documents, announcements and votes



Only folders shared with residents are shown.



Community announcement history.



Vote on open proposals and follow the results.

Your profile

Mi perfil

Propietario Cuarto
propietario4@afincados.com

Nombre y apellidos

Propietario Cuarto Guardar

Mi avatar vecinal

Fondo

Tono de piel

Cabello

Liso corto Corto redondo Corto ondulado Corto rizado

Guardar avatar

Ayuda

Keep your phone and email up to date: meeting notices and urgent alerts go there.

What you cannot do

- Create or change fees, direct debits and bank transactions.
- Assign incidents to suppliers or close them.
- Call meetings or publish minutes.
- Add users or properties.