

Landlord-Tools Web Application Guide

Heat Meter Pro

User Guide and Setup Instructions

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Quick Start Summary

For landlords new to the system, here's a one-page overview of how to get started quickly. Follow these steps to set up your property and begin billing tenants for their actual heat usage.

- Log in to the Landlord-Tools web app at either www.heatmeterpro.com or www.landlord-tools.com.
- Add your building (with short name, address, photo, and correct Heat Meter Pro serial).
- Add apartments for that building, assigning each to the correct zone on your Heat Meter Pro.
- Add tenants (name, email, phone, move-in date). Always set move-out dates promptly when tenants leave.
- Enter your monthly fuel bill (dates and amount).
- The system automatically allocates costs, emails bills to tenants, and texts reminders.
- You receive a landlord report with all tenant bills and can track tenant payments inside the app.

Tenants always pay you, the landlord, directly — not Landlord-Tools.



1. Overview

The Landlord-Tools web application works with the Heat Meter Pro to sub-meter apartment heat consumption. It is designed for ease of use and automation: once a building and its apartments are configured, the system automatically allocates heating fuel costs by apartment based on actual usage, generates tenant bills, and emails/texts notifications—while providing landlords with clear reports and optional payment tracking.

2. Prerequisites

- An active Landlord-Tools account and access to the web application.
- A configured Heat Meter Pro device connected to your building's Wi-Fi.
- The building's time zone (used for end-of-day processing and reports).

3. Getting Started

3.1 Log In & Dashboard

Log in at www.heatmeterpro.com or www.landlord-tools.com. The dashboard displays a left-side navigation menu and a main content area. Use the left menu to access Buildings, Apartments, Tenants, Fuel Expense, Reports, and Settings.

3.2 Add Your First Building

- 1) Click Buildings in the left menu, then click Add Building (upper right).
- 1) Enter a Short Name for the building (e.g., "Main Street", "Maple Avenue") to make it easy to identify.
- 1) Enter the Primary Address for the building.

- 1) Optionally upload a building photo to visually differentiate properties.
- 1) From the drop-down, select the Heat Meter Pro serial number that belongs to this building. If you purchased multiple meters, verify you're matching the correct serial to the intended building.
- 1) Select the building's Time Zone (used for end-of-day reports).
- 1) Click Save to create the building.

3.3 Add Apartments for the Building

- 1) Click Apartments in the left menu, then click Add Apartment.
- 1) Choose the Building from the drop-down.
- 1) Enter the Apartment Address (or unit identifier).
- 1) Select the Zone that corresponds to your Heat Meter Pro installation.
- 1) If the zone is a common area or shared water heater paid by the landlord, enable the Building Expense slider. Otherwise, leave it off (red).
- 1) Click Save. Repeat for all apartments in the building.

3.4 Add Tenants

- 1) Click Tenants in the left menu, then click Add Tenant (upper right).
- 1) Select the Building and Apartment from the first two drop-down menus.
- 1) Enter the tenant's Name, Email, and Mobile Number (for SMS).
- 1) Select a Move-In Date. This marks the apartment as occupied by this tenant.
- 1) When a tenant is leaving, set a Move-Out Date. Billing ends at the end of that day, and the apartment becomes vacant.
- 1) Add the incoming tenant with their Move-In Date. For a seamless handoff, set the new tenant's move-in date to the day after the prior tenant's move-out date.

Vacancy gaps are not billed. Example: If a tenant moves out on October 15 and the next tenant moves in on November 1, the vacancy period is not billed to any tenant; the landlord absorbs heating costs during the vacancy.

4. Monthly Fuel Expense & Billing Cycle

4.1 Enter a Fuel Bill

- 1) Click Fuel Expense in the left menu, then click Add New Fuel Bill.
- 1) Select the Building from the drop-down.
- 1) Enter the Bill Date and Amount from your fuel provider's invoice.
- 1) Enter the Billing Cycle start and end dates (as shown on the invoice, e.g., "from (date) to (date)").
- 1) Click Save.

4.2 How Allocation & Notices Work

Once a bill is saved, the system automatically checks which apartments were occupied during that time. It calculates each apartment's share of fuel expense based on actual heating usage recorded by the Heat Meter Pro. The system then generates a bill for each responsible tenant and emails it to the address on file. A follow-up SMS text is sent to notify the tenant that a new bill is available, including a short summary for convenience.

4.3 Landlord Reports & Payment Tracking

Landlords receive an emailed summary report for each building listing all tenant bills for the cycle. Inside the web app, you can record tenant payments, making it easy to reconcile bills and maintain clear records.

5. Tips for Smooth Operation

- Keep your Heat Meter Pro online with a stable Wi-Fi connection.

- Use clear building short names and upload photos to distinguish properties at a glance.
- Always set tenant move-in/move-out dates promptly to ensure accurate billing handoffs.
- Verify the correct Heat Meter Pro serial is assigned to each building before installation.

6. Support

If you need assistance, contact Landlord-Tools Support at support@landlord-tools.com. Please include your building name, device serial number, and a brief description of your question.