



HEAD OFFICE | CAESAR PROJECTS
North Cyprus
Mackenzi Avenue, Ezgi Street, İskele / TRNC
www.afikgroup.org

CLIENT GUIDE

Caesar Living App

A quick guide to logging in, registering and managing your property services.

Log in process

1

Log in

Use the same email address or phone number connected to your account in the previous CRM or your Sales Agreement.

2

Create an account

If you did not have an account in the previous CRM, create a new account. Enter your personal and contact details, upload a personal photo and your passport or ID, then verify your phone number and email address.

3

Wait for approval

Your application will be reviewed within 48 hours. You will receive an email confirming that your account was approved or advising which uploaded information needs to be corrected.

4

Complete onboarding

After approval, review your personal information, sign the required property documents, add any other properties connected to you, register family members and invite your tenant if applicable.

Need help getting in?

If you cannot log in or register, contact the Membership Office on **+90 539 117 79 45**, or visit the office in person.



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APP FEATURES

What you can do in the app

Manage your property, payments and access in one place.

Property & profile

View all your properties in one account, update your personal details and register family members.

Payments & balance

View your balance and use it to pay maintenance fees, subscriptions and other available services.

Extra residents

Purchase access for up to 3 extra residents, buy an additional barcode for each person and pay directly from your app balance.

Top up your balance

Make a payment at the Rental Office, where maintenance fees are paid. The balance will appear automatically in your account.

Tenant management

For both short-term and long-term tenants, the property owner must send an invitation through the app. The tenant can register after accepting the owner's invitation.

Events & promotions

View upcoming events, community activities, available promotions, special offers and important announcements.

IMPORTANT

When an apartment is rented out, the owner's access barcode is deactivated for the rental period and access is assigned to the registered tenant.



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RENTING YOU RPROPERTY

Registering a long-term tenant

If your tenant already has a Caesar Living account, they register the same way an owner does. If they do not, they cannot register on their own — you must invite them.

What the owner needs to do

- Log in to the Caesar Living App.
- Invite the tenant through the app.
- Send the registration invitation to the tenant.
- Once the invitation is accepted and approved, the tenant completes onboarding and can start using the app

IMPORTANT

Long-term tenant accounts can only be created through an invitation sent by the registered property owner. A tenant cannot register independently

QR ACCESS DURING A TENANCY

For the duration of the tenancy, the owner's QR access is deactivated and all active QR access transfers to the registered tenant.

Need help?

Visit the Membership Office or contact the Membership Team — we are glad to help.
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