

Changing Rent on a Tenancy:

To increase or decrease the rent on a tenancy, it is done via a renewal of the tenancy.

The current tenancy period on the deal screen will have to be amended to reflect the end date of the old rent figure.

When you then renew the tenancy, it will automatically start on the day the new rent figure applies. Please see below example:

1. You have a deal running from 04/03/2015 till 03/03/2016 @ £500.00 p.m.

Deal 488 : Tenant One - 1 Rentman Street

Deal : 488
Property : 1 Rentman Street
Landlord : One Landlord

Summary
Tenancy Details
Pre-Tenancy
Deposit
Postings
Admin
Notes
Check In/Out
Rent
Invoices
Tenants
Guarantors
Occupants
Journal

From : 04/03/2015 to 03/03/2016
Term : 12 Months Periodic
Rent : £500.00 Monthly In Arrears
First Rent : 04/03/2015
Max. Persons : 1
Type : AST
 Break Clause
 Company Let
 Archived
 Cancelled

Buttons: Renew, Terminate, Print Documents

Bottom Bar: Add, Edit, Delete, Actions, Close

2. To increase the rent to £550.00 p.m. effective from 04/07/2015 edit the end date of the deal to 03/07/2015 (this is the end of rent period for the old rent figure at £500.00 p.m.

Deal 488 : Tenant One - 1 Rentman Street

Deal : 488
Property : 1 Rentman Street
Landlord : One Landlord

Summary
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Guarantors
Occupants
Journal

From : 04/03/2015 to 03/07/2015
Term : 4 Months Periodic
Rent : £500.00 Monthly In Arrears
First Rent : 04/03/2015
Max. Persons : 1
Type : AST
 Break Clause
 Company Let
 Archived
 Cancelled

Buttons: Renew, Terminate, Print Documents

Bottom Bar: Add, Edit, Delete, Actions, Close

3. Go to Actions at the bottom and click on Renew deal. Your renewal deal screen that opened up will automatically start on 04/07/2015 (to thus indicate the start of rent due period on the new £550.00 p.m.)
4. Alter the monthly rent figure on the renewal deal screen to the new figure
5. Amend the term or END date of the renewal to what you need (i.e. back to the original end date if needs be)

Deal 488 : Tenant One - 1 Rentman Street

Deal: 488
Property: 1 Rentman Street
Landlord: One Landlord

Summary
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 Occupants
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From: 04/07/2015 to 03/03/2016
 Term: 8 Months Periodic
 Rent: £550.00 Monthly In Arrears
 First Rent: 04/07/2015
 Max. Persons: 1
 Type: AST
 Break Clause
 Company Let
 Archived
 Cancelled

This deal is a renewal

Buttons: Renew, Terminate, Print Documents, Add, Edit, Delete, Actions, Close

6. You should thus have the tenancy split in two deal screens as follows:

Deal 488 : Tenant One - 1 Rentman Street

Deal: 488
Property: 1 Rentman Street
Landlord: One Landlord

Summary
 Tenancy Details
 Pre-Tenancy
 Deposit
 Postings
 Admin
 Notes
 Check In/Out
 Rent
 Invoices
 Tenants
 Guarantors
 Occupants
 Journal

From: 04/03/2015 to 03/07/2015
 Term: 4 Months Periodic
 Rent: £500.00 Monthly In Arrears
 First Rent: 04/03/2015
 Max. Persons: 1
 Type: AST
 Break Clause
 Company Let
 Archived
 Cancelled

This deal has been renewed

Buttons: Renew, Terminate, Print Documents, Add, Edit, Delete, Actions, Close

Deal 488 : Tenant One - 1 Rentman Street

Deal: 488
Property: 1 Rentman Street
Landlord: One Landlord

Summary
 Tenancy Details
 Pre-Tenancy
 Deposit
 Postings
 Admin
 Notes
 Check In/Out
 Rent
 Invoices
 Tenants
 Guarantors
 Occupants
 Journal

From: 04/07/2015 to 03/03/2016
 Term: 8 Months Periodic
 Rent: £550.00 Monthly In Arrears
 First Rent: 04/07/2015
 Max. Persons: 1
 Type: AST
 Break Clause
 Company Let
 Archived
 Cancelled

This deal is a renewal

Buttons: Renew, Terminate, Print Documents, Add, Edit, Delete, Actions, Close

(NB* - Make sure that your renewal is always starting the day after the original tenancy has ended. And that the NEW rent figure is entered on the renewal and NOT the original deal)