

How to change a landlord on a property

Please note the differences between let only properties and managed properties:

1. LET ONLY:
 - a. Open the Property screen of the property in question
 - b. Click EDIT at the bottom
 - c. Double click where you see the current landlord name
 - d. Click "YES" to the prompt that asks "are sure you want to change the landlord"
 - e. Choose the new landlord or click on "New" if you have not yet added the landlord on to Rentman.

2. MANAGED:
 - a. Open the Building Management screen of the property in question
 - b. Click EDIT at the bottom
 - c. Click on the existing landlord name at the top of the management screen.
 - d. Click "YES" to the prompt that asks "are sure you want to change the landlord"
 - e. Choose the new landlord or click on "New" if you have not yet added the landlord on to Rentman.