Landlord/Property Manager Miscellaneous Functionalities

How to add a lease term ?

From your dashboard, locate the unit that you would like to work on and click on the “INPUT TERM” button (please NOTE, the Lease Term option becomes available after you have activated the unit and added tenant information). Fill in the “lease start date” and adjust the lease end date if it is different from a 12-month lease. Choose the event that should take place when the lease ends. Select the move-in date option if it is different than the lease start date. Then click “Next” to enter the number of days prior to the end of the lease date that you would like to be reminded via email. Then click on “Save Changes”. Follow the screenshot and the video for detailed instructions.

Follow the video for detailed instructions:

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