Landlord/Property Manager Miscellaneous Functionalities

How to move the tenant out of the unit on the property?

From your dashboard, locate the unit that you would like to work on, hover your mouse over the tenant’s name, and click on "Edit Tenant". To move the tenant out of the unit, click on "Move out and archive" on the left side of the next page. Please note that after you move them out, all tenant and lease information can be found under "Archived Leases". Choose the move-out date and hit the "Move out and Archive" button. Follow the screenshot(s) and the video for detailed instructions.

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