

Adding Landlord Payment (Bank) details



This guide provides a straightforward approach to adding the bank details to a Landlord record so BACS can be used successfully.



Alert! To use BACS you need to know, the bank account information for a Landlord and it **MUST** be added to CRM, otherwise the BACS upload will fail. This is the same for Tenants and Contractors that you may pay by BACS.

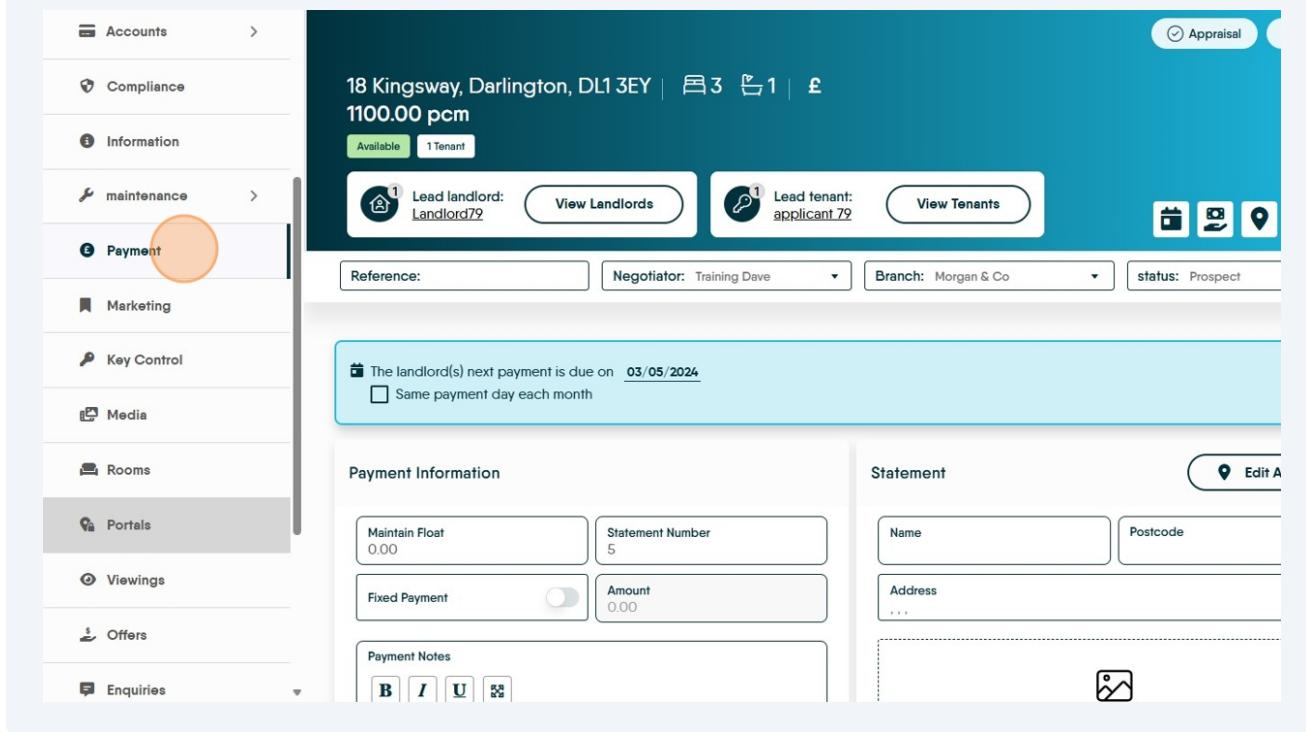
Adding Payment Details to a Landlord Record.

1

Navigate to the Property Record.

The screenshot shows the iam property software interface. The top navigation bar includes 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting', 'Communications', 'My account', and a search bar. The left sidebar has links for 'Accounts', 'Compliance', 'Information', 'Maintenance', 'Payment' (which is selected and highlighted in grey), 'Marketing', 'Key Control', 'Media', 'Rooms', 'Portals' (which is also highlighted in grey), and 'Viewings'. The main content area displays a property record for '18 Kingsway, Darlington, DL1 3EY' with '3' bedrooms, '1' bathroom, and a price of '1100.00 pcm'. It shows 'Available' and '1 Tenant'. Below this, there are buttons for 'View Landlords' and 'View Tenants'. A note indicates the 'Lead landlord' is 'Landlord79'. The 'Payment' section at the bottom shows 'Payment Information' with fields for 'Maintain Float' (0.00), 'Statement Number' (5), 'Fixed Payment' (selected), and 'Amount' (0.00). The 'Statement' section includes fields for 'Name', 'Postcode', and 'Address' (with an ellipsis). A note says 'The landlord(s) next payment is due on 03/05/2024'. There are checkboxes for 'Same payment day each month' and 'Edit Address'.

2 Click "Payment"



The screenshot shows a software interface for managing property rentals. On the left, a vertical sidebar lists various menu items: Accounts, Compliance, Information, maintenance, Payment (which is highlighted with an orange circle), Marketing, Key Control, Media, Rooms, Portals, Viewings, Offers, and Enquiries. The main content area displays a property listing for "18 Kingsway, Darlington, DL1 3EY" with details: 3 bedrooms, 1 bathroom, £1100.00 pcm. It shows "Available" and "1 Tenant". Below this, there are buttons for "View Landlords" and "View Tenants". Further down, there are fields for "Reference:", "Negotiator:", "Branch:", and "status:". A note indicates the next payment is due on "03/05/2024". The "Payment Information" section contains fields for "Maintain Float" (0.00), "Statement Number" (5), "Fixed Payment" (with a toggle switch), and "Amount" (0.00). The "Payment Notes" section includes a text area and icons for bold, italic, underline, and strikethrough. To the right, a "Statement" section has fields for "Name" and "Postcode", and an "Address" field with a "Edit A" button. There is also a dashed box and a "Map" icon.

3 From this screen, you can set a number of options.

Payment Due allows a date to be set that the landlord is paid each month, this is noted in perform payments and can be sorted before payments.

'Maintain Float' allows a float to be set and maintained at that level, automatically topped up from the property balance before payment is made to the Landlord.

'Fixed Payment' allows a fixed monthly payment to be made to the Landlord, this could be a fixed agreed monthly payment to guarantee a rent or an agreement to pay the Landlord a fixed sum and 'save' the remainder.

'Payment Note' is a note that will show when you 'Perform Payments' to act as a reminder.

Available 1 Tenant

Lead landlord: Landlord79 [View Landlords](#)

Lead tenant: applicant 79 [View Tenants](#)

Reference:

Negotiator: Training Dave [▼](#)

Branch: Morgan & Co [▼](#)

status: Prospect [▼](#)

The landlord(s) next payment is due on 03/05/2024
 Same payment day each month

Payment Information

Maintain Float 0.00	Statement Number 5
Fixed Payment <input type="checkbox"/>	Amount 0.00

Payment Notes [B](#) [I](#) [U](#) [S](#)

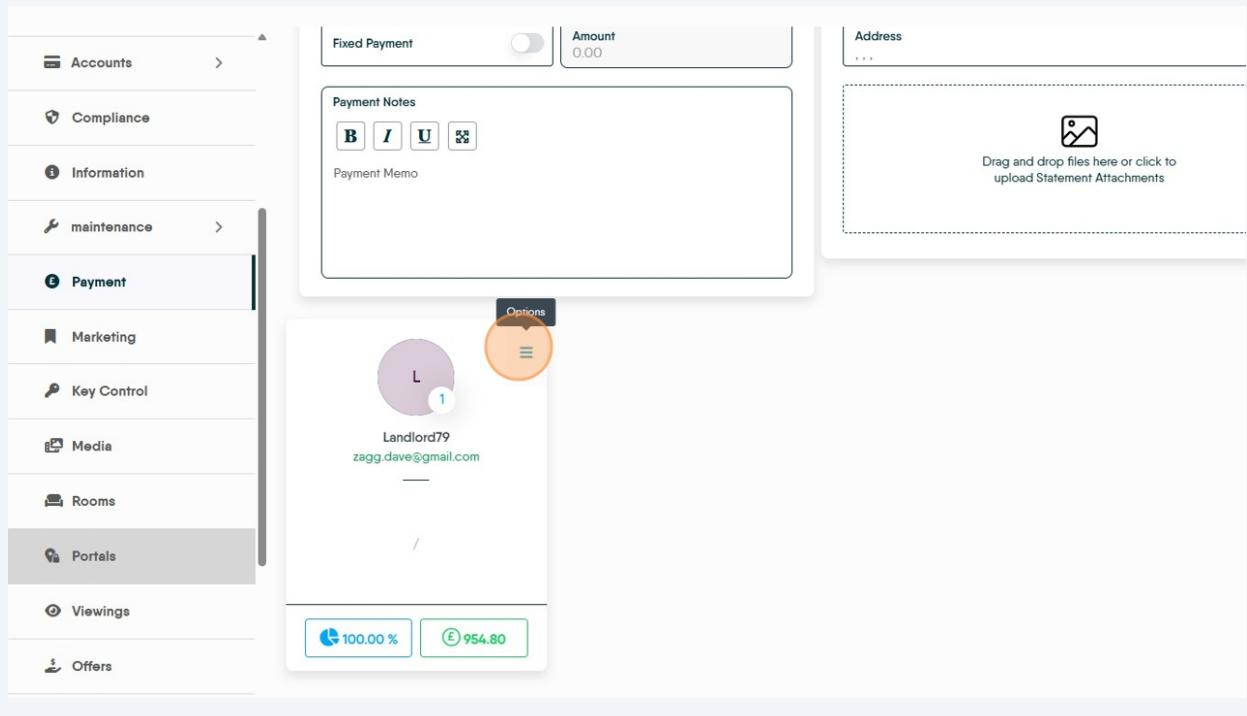
Statement

Name	Postcode Edit Address
Address	

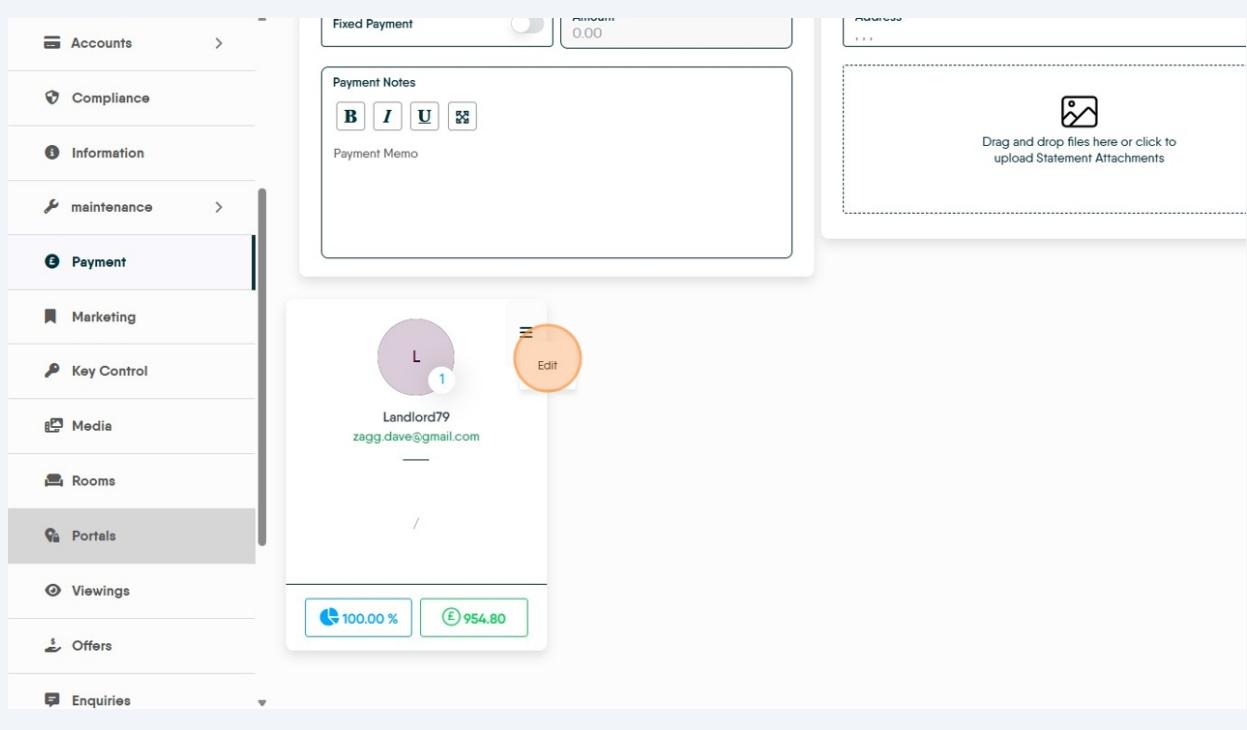
[Edit Address](#)

[S](#)

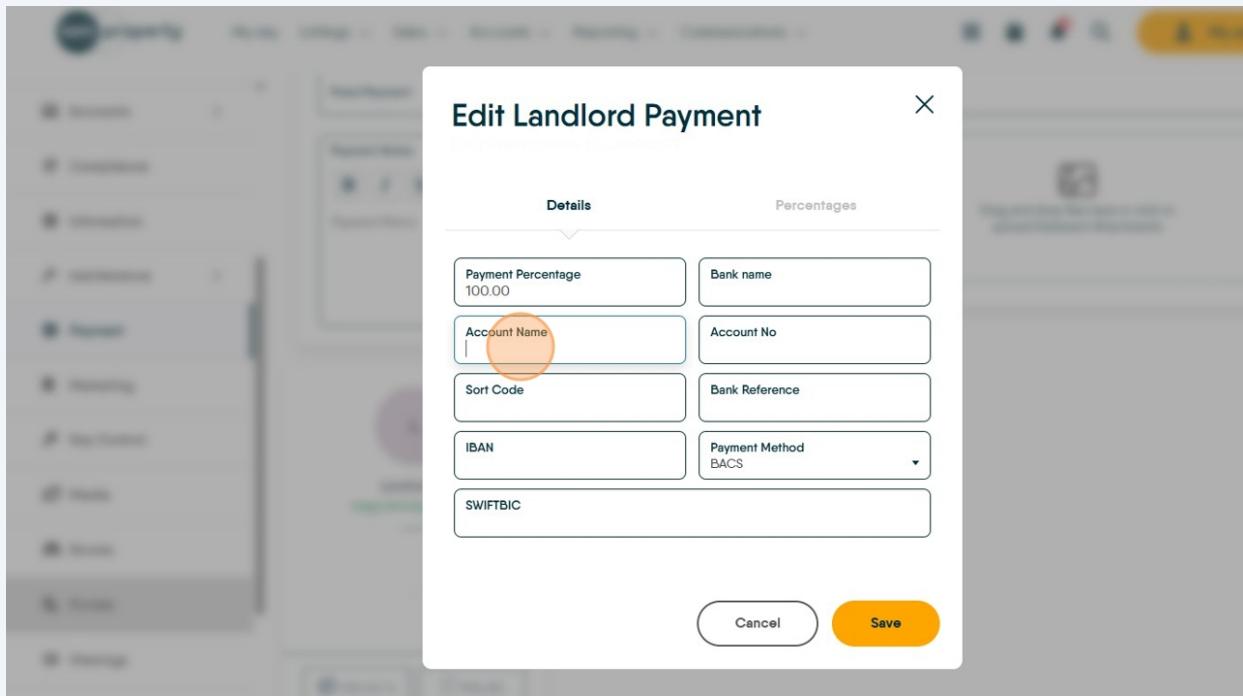
4 Click here.



5 Click "Edit"



6 Complete all of the fields. IBAN and SWIFTBIC are not required for UK payments



7 Click "Save"

