

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.

18 Kingsway, Darlington, DL1 3EY | 3 1 | £1100.00 pcm

Available 1 Tenant

Lead landlord: Landlord 79 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 Amount 0.00

Statement

Name Postcode Address

Edit Address

2 Click "Payment"

Accounts >

Compliance

Information

Maintenance >

Payment

Marketing

Key Control

Media

Rooms

Portals

Viewings

Offers

Enquiries

Appraisal

18 Kingsway, Darlington, DL1 3EY | 3 1 | £

1100.00 pcm

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The landlord(s) next payment is due on 03/05/2024

☐ Same payment day each month

Payment Information

Maintain Float0.00

Statement Number5

Fixed Payment☐

Amount0.00

Payment Notes

B *I* U

Statement

Name

Postcode

Address

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.

The screenshot displays a software interface for managing property payments. At the top, a dark blue header bar contains status indicators 'Available' and '1 Tenant'. Below this, there are two main sections: 'Lead landlord: Landlord79' with a 'View Landlords' button, and 'Lead tenant: applicant 79' with a 'View Tenants' button. To the right of these are icons for calendar, document, location, camera, and a menu. Below the header, a row of filters includes 'Reference:', 'Negotiator: Training Dave', 'Branch: Morgan & Co', and 'status: Prospect'. A light blue banner below the filters states 'The landlord(s) next payment is due on 03/05/2024' with a checkbox for 'Same payment day each month'. The main content area is split into two columns. The left column, titled 'Payment Information', contains fields for 'Maintain Float' (0.00), 'Statement Number' (5), 'Fixed Payment' (a toggle switch), and 'Amount' (0.00). Below these is a 'Payment Notes' section with formatting icons (B, I, U, and a list icon). The right column, titled 'Statement', has an 'Edit Address' button, fields for 'Name' and 'Postcode' (with a search icon), an 'Address' field, and a large text area for notes with an image icon.

4 Click here.

The screenshot shows a software interface with a left sidebar and a main content area. The sidebar contains a menu with the following items: Accounts, Compliance, Information, maintenance, **Payment** (highlighted), Marketing, Key Control, Media, Rooms, Portals, Viewings, and Offers. The main content area is divided into several sections:

- Fixed Payment:** A toggle switch is turned off, and the Amount is 0.00.
- Payment Notes:** A section with bold (B), italic (I), underline (U), and a link icon. Below it is a text area labeled "Payment Memo".
- Address:** A dashed box with a placeholder image icon and the text "Drag and drop files here or click to upload Statement Attachments".
- User Profile Card:** A card for "Landlord79" with the email "zaggy.dave@gmail.com". It features a purple circular profile picture with the letter 'L' and a small blue circle with the number '1'. An orange "Options" button with a hamburger menu icon is positioned to the right of the card. At the bottom of the card are two buttons: "100.00 %" and "£ 954.80".

5 Click "Edit"

This screenshot is identical to the one above, showing the same software interface. However, the orange button next to the "Landlord79" user profile card is now labeled "Edit" instead of "Options".

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

Edit Landlord Payment ✕

Details Percentages

Payment Percentage 100.00	Bank name
Account Name	Account No
Sort Code	Bank Reference
IBAN	Payment Method BACS
SWIFTBIC	

Cancel Save

- 7 Click "Save"

Edit Landlord Payment ✕

Details Percentages

Payment Percentage 100.00	Bank name BACkhouse
Account Name Landlord79	Account No 07856822
Sort Code 01-02-03	Bank Reference 1179 house
IBAN	Payment Method BACS
SWIFTBIC	

Cancel Save