

Updating Next Rent Due Date in iamproperty CRM



This guide shows how to update the Next Rent Due Date in a Tenant record.

If a Rent Due date is edited, be cautious that there may need to be a new/additional rent invoice created to cover the difference in days. E.G. if rent is due on the 25th and this is moved to the 1st then there are up to 7 days of rent to be charged for to catch up from the 25th to the 31st.

- 1 Navigate to <https://crm.iamproperty.com/MyDay>

A screenshot of the iamproperty CRM 'My Day' dashboard. The top navigation bar includes links for 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting', and 'Communications'. On the right, there are icons for a grid view, a calendar, a bell, a search bar, and a 'My account' dropdown. The main area features a 'Welcome back, Training' message. Below it are two sections: 'Today's events' (listing a single event at 12:00) and 'My tasks' (listing four tasks with details like status, name, priority, start date, and due date).

Time	Name	Status	Name	Priority	Start date	Due date
12:00	Test test	Not Started	<u>Call Landlord</u>	High	15/Nov/2024	15/Nov/2024
		Not Started	<u>test</u>	High	27/Nov/2024	27/Nov/2024
		Not Started	<u>Call Landlord</u>	Medium	12/Dec/2024	12/Dec/2024
		Not Started	<u>Call back</u>	High	03/Jan/2025	03/Jan/2025

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Click "Search" and search for the Tenancy you want to manage the next rent due date on.

My day Lettings Sales Accounts Reporting Communications

My account

Income back, Training

New Record View Property Management Visit Help Centre

Records

My events

Name

Test test

My tasks

	Status	Name	Priority	Start date	Due date
...	Not Started	Call Landlord	High	15/Nov/2024	15/Nov/2024
...	Not Started	test	High	27/Nov/2024	27/Nov/2024
...	Not Started	Call Landlord	Medium	12/Dec/2024	12/Dec/2024

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For ease, once you have searched for the record click on the "Tenancy" button this will just show the tenancies.

property

My day Lettings Sales Accounts Reporting Communications

Archived in results

Tenancy 21

Mrs lettings Applicant30 zagg.dave@gmail.com null

2 Yew Tree Close, Hurworth, DL2 2HX Darlington, Durham £362995.00

Beds: 0 Bathrooms: 0 Receptions: 0 Training Dave 06/03/2025

View Tenant

View Property

1 Yew Tree Close, Hurworth, DL2 2HX Darlington, Durham £1750.00 ppcm

Beds: 4 Bathrooms: 3 Receptions: 2 Training Dave 06/03/2025

View Property

Ms lettings Applicant137 zagg.dave@gmail.com 6456215456

17 Yew Tree Close, Hurworth, DL2 2HX Darlington, Durham Starts: 26/02/2025 Ends: 25/02/2026 Next payment due: 26/02/2025

View Tenant

4 Find the Tenancy you want to use and click "View Tenancy"

Search results for Tenancy Management

Showing 1-8 of 8 results

SHOW ARCHIVED IN RESULTS

Applicant 8 Contact 3 Contractor 2 Landlord 6 Property 35 **Tenancy 21** Tenant 21 Vendor 12

additional tenant zagg.dave@gmail.com 345 5 Yew Tree Close, Hurworth, DL2 2HX Darlington, Durham View Tenancy	Dick Blyton DM zagg.dave@gmail.com 07852463558 17 Yew Tree Close, Hurworth, DL2 2HX Darlington, Durham View Tenancy	Mr Leonard Reeks zagg.dave@gmail.com 355 Yew Tree Close, Hurworth, DL2 2HX Darlington, Durham View Tenancy	Mr applicant102 zagg.dave@gmail.com null 319 Yew Tree Close, Hurworth, DL2 2HX Darlington, Durham View Tenancy
Mrs lettings Applicant30 zagg.dave@gmail.com null 1 Yew Tree Close, Hurworth, DL2 2HX Darlington,...	Mr Lettings Applicant150 zagg.dave@gmail.com 228 Yew Tree Close, Hurworth, DL2 2HX	Lettings Applicant86 zagg.dave@gmail.com 162 Yew Tree Close, Hurworth, DL2 2HX	Mrs Lona Martin zagg.dave@gmail.com 07864259855 17 Yew Tree Close, Hurworth, DL2 2HX Darlington

5 Click "Tenants"

My day Lettings Sales Accounts Reporting Communications

iamproperty CRM movebutle

My account

Total Rent £ 1100.00
Total Deposit £ 1269.23
Status **Live**

lettings applicant121
zagg.dave@gmail.com
078523669

345 5 Yew Tree Close, Hurworth, Darlington

Details **Tenants** **Checklist** **Renewals Checklist** **Compliance** **Rent Insurance** **Information** **Documents**

Reference **Negotiator** Training Dave **Branch** Morgan & Co **Status** Current

Tenancy Dates

Tenancy Start 07/01/2025	Tenancy End 07/01/2026	Renewal Start 11/04/2025	Vacating Date 30/01/2025	Visit Next Due 30/01/2025
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Tenancy Details General Information

6 Click "View Tenant" on the tenant whose rent due date you are changing.

£ 1100.00
£ 1269.23
Live

lettings applicant121
zagg.dave@gmail.com
078523669

345 5 Yew Tree Close, Hurworth, Darlington

Reference: [] Negotiator: Training Dave Branch: Morgan & Co Status: Current

+ Manage Tenants
+ New Permitted Occupier

Sort Tenants: [] Search: [] Clear filters

3 Tenants

Lettings applicant121
zagg.dave@gmail.com
078523669
345 5 Yew Tree Close, Hurworth, Darlington, ...
View Tenant

Lettings Applicant109
zagg.dave@gmail.com
345 5 Yew Tree Close, Hurworth, Darlington, ...
View Tenant

Additional tenant
zagg.dave@gmail.com
345 5 Yew Tree Close, Hurworth, Darlington, ...
View Tenant

7 Click this date field and update the date to the date the rent will now be due.

£ 1100.00
Monthly
7 May 2025
£4,100.00
01/01/2025
103

Mr lettings applicant121
zagg.dave@gmail.com
078523669

345 5 Yew Tree Close, Hurworth, Darlington

Primary Tenant

Reference: [] Negotiator: Training Dave Branch: Morgan & Co Status: Prebooked

TEN Warning Set GDPR Periodic Tenancy Tenancy →

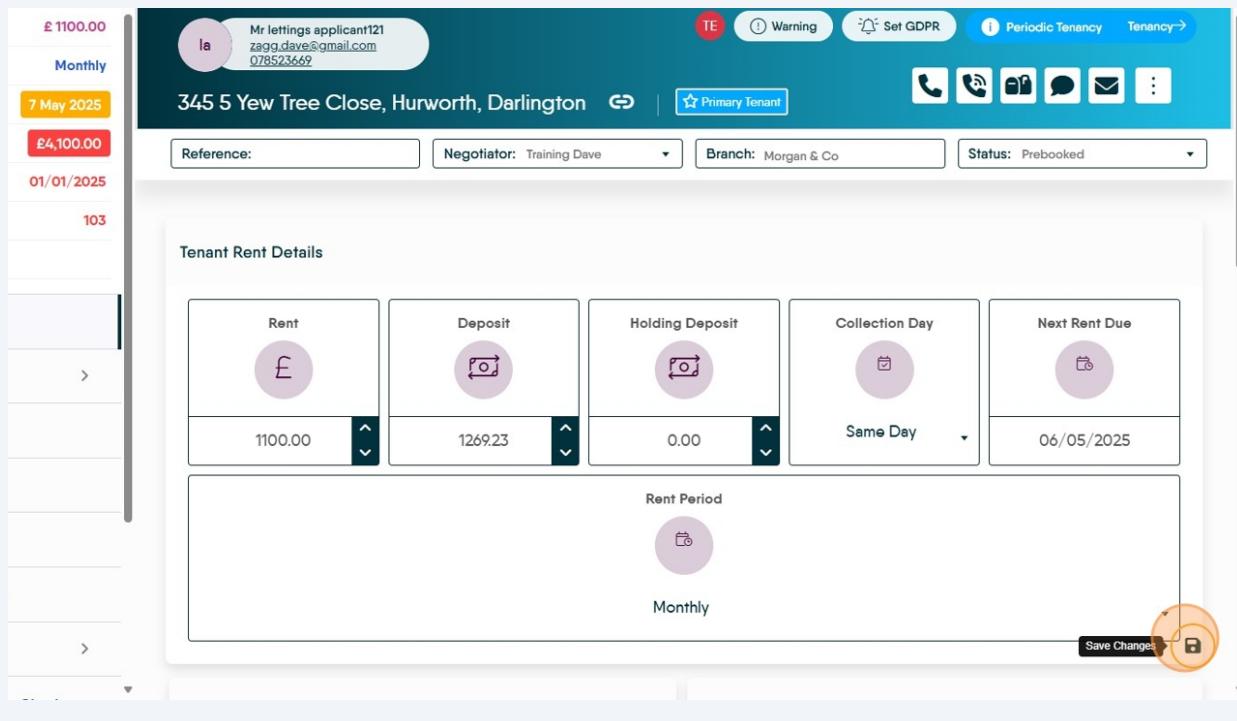
Call, Call, Lock, Message, Email, More

Tenant Rent Details

Rent	Deposit	Holding Deposit	Collection Day	Next Rent Due
£ 1100.00	£ 1269.23	£ 0.00	Same Day	07/05/2025

Rent Period: Monthly

8 Click here to Save.



The screenshot shows a software interface for managing tenant rent details. At the top, there are various buttons and icons for setting GDPR, periodic tenancy, and tenant information. Below this, the address '345 5 Yew Tree Close, Hurworth, Darlington' is displayed, along with the status 'Primary tenant'. A sidebar on the left shows a list of items: £1100.00, Monthly, 7 May 2025, £4,100.00, 01/01/2025, and 103. The main area is titled 'Tenant Rent Details' and contains five boxes for Rent, Deposit, Holding Deposit, Collection Day, and Next Rent Due. Each box has a circular icon with a dollar sign and up/down arrows for editing. The Rent box shows '1100.00'. The Deposit box shows '1269.23'. The Holding Deposit box shows '0.00'. The Collection Day box shows 'Same Day'. The Next Rent Due box shows '06/05/2025'. Below these boxes is a 'Rent Period' section with a circular icon and the word 'Monthly'. At the bottom right of the main area is a 'Save Changes' button with a circular arrow icon.

9 The next new rent invoice will be generated on the date you have set. If you have moved the date (e.g. from the 27th of a month to the 1st) then remember the tenant may owe you a few days rent, or you may owe them.