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**

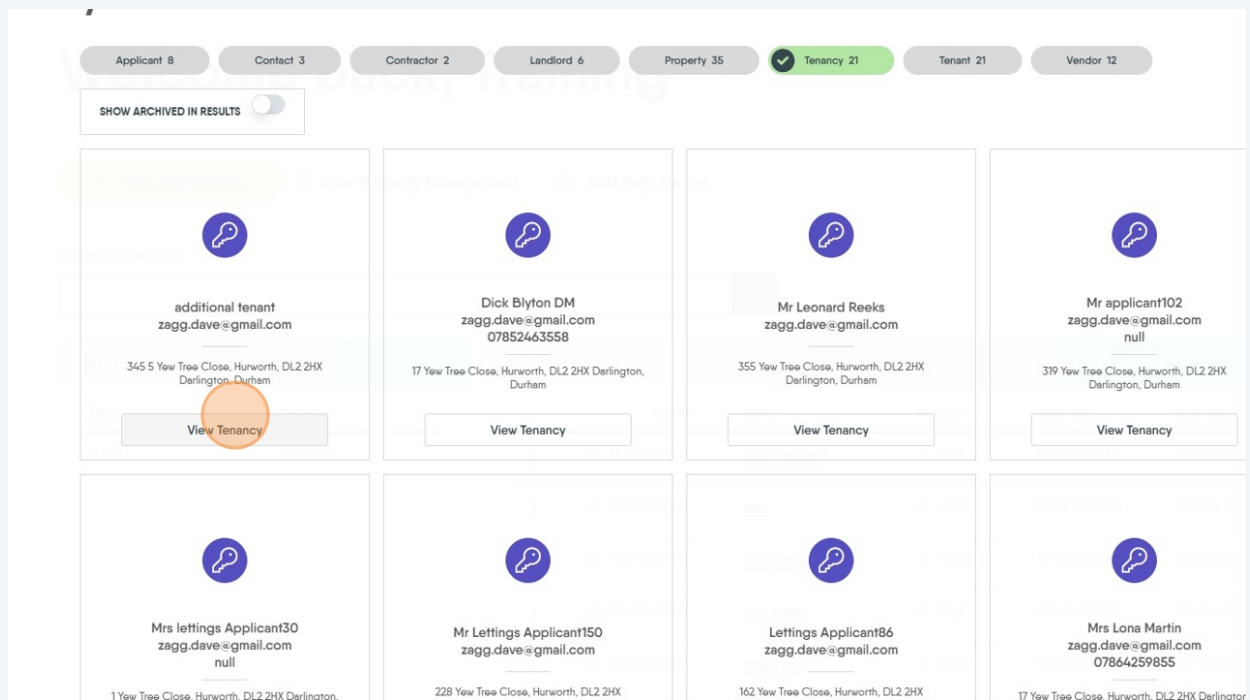**2** Click "Search" and search for the Tenancy you want to manage the next rent due date on.

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

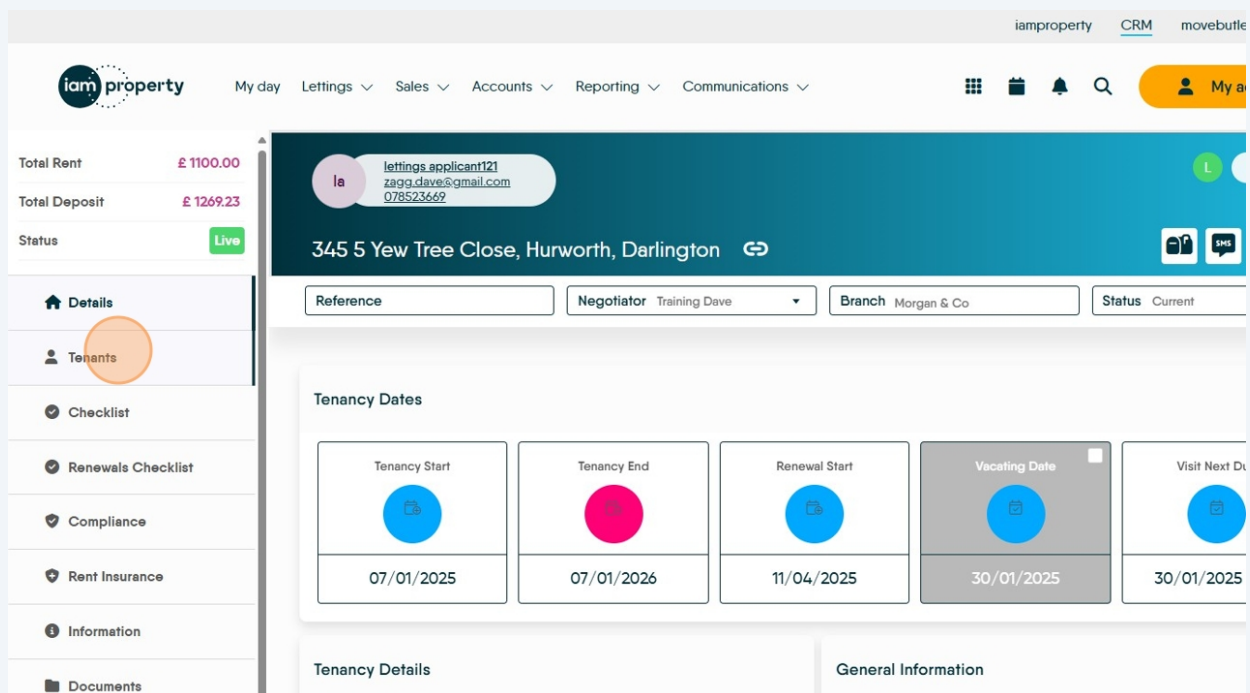**4** Find the Tenancy you want to use and click "View Tenancy"

5 Click "Tenants"

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

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

8 Click here to Save.

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.