

Renewing a Tenancy in iamproperty CRM



This guide provides a step-by-step process for renewing a tenancy in the iamproperty CRM, ensuring a smooth and efficient experience. By following these detailed instructions, users can easily navigate the system and complete the renewal process without confusion.



Alert! This guide shows the process for changing the Tenancy End Date on CRM, also known as Renewing a Tenancy.

You will have your own company processes around what other actions are required to be completed before and after this is done.

1 Navigate to the **Tenancy record** that you are renewing the agreement for.

The screenshot shows the iamproperty CRM interface. The top navigation bar includes 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting', and 'Communications'. The user's account is logged in as 'My account'. The main header displays the tenant's name 'Lettings Applicant126', email 'zagg.dave@gmail.com', and phone '0758524521584'. The address '7278 Pelaw Crescent, Chester le Street' is shown. The 'Tenancy Dates' section contains five cards: 'Tenancy Start' (19/06/2025), 'Tenancy End' (18/06/2026), 'Renewal Start' (19/06/2025), 'Vacating Date' (19/06/2025), and 'Visit Next Due' (19/06/2025 11:42). The 'Tenancy Details' section shows 'Lease Period' as '12 Month Shorthold' and 'Relocation Agent'. The 'General Information' section includes 'With Effect Break' and 'Notice Date'.

2 Click into the Renewal Start field (specifically where the date is).

The screenshot shows the iamproperty CRM interface for a property at 7278 Pelaw Crescent, Chester le Street. The top header includes the property name, a 'Warning' icon, and navigation icons. Below the header, there are fields for Reference, Negotiator (Training Dave), Branch (Morgan & Co), and Status (Current). The main section is divided into 'Tenancy Dates' and 'Tenancy Details'. The 'Tenancy Dates' section contains five cards: Tenancy Start (19/06/2025), Tenancy End (18/06/2026), Renewal Start (19/06/2025), Vacating Date (19/06/2025), and Visit Next Due (19/06/2025 11:42). The 'Renewal Start' card is highlighted with an orange circle. The 'Tenancy Details' section includes fields for Lease Period (12 Month Shorthold), Relocation Agent, Agreement Name (Lettings Applicant126), With Effect Break, Notice Date, and Break Clause (B, I, U, and a grid icon). A yellow lock icon is visible on the right side of the Break Clause field.

3 Edit the date to the start date of the NEW tenancy. Select Month, Year and Day

TIP! clicking on the month shows all the months, clicking the Year shows a range of years into the future. This is the easiest way to select the months and years. e.g. Click "2026" Click "30" for 30th June 2026

The screenshot shows the iamproperty CRM interface with the 'Renewal Start' field highlighted. A date picker is open, showing the month of June 2025. The date 19 is selected, and the date 19/06/2025 is displayed in the field. The date picker shows the days of the week and the dates of the month. The 'Tenancy Dates' section is visible, showing the current dates for Tenancy Start, Tenancy End, Renewal Start, Vacating Date, and Visit Next Due. The 'Tenancy Details' section is also visible, showing fields for Lease Period, Relocation Agent, Agreement Name, With Effect Break, Notice Date, and Break Clause.

£ 600.00

£ 692.00

Live

LA

Lettings Applicant126

zagg.dave@gmail.com

0758524521584

Warning

7278 Pelaw Crescent, Chester le Street

Reference

Negotiator Training Date

19 June 2025 Thursday

Status Current

Tenancy Dates

Tenancy Start

19/06/2025

Tenancy End

18/06/2026

19/06/2025

Vacating Date

19/06/2025

Visit Next Due

19/06/2025 11:42

Tenancy Details

Lease Period

12 Month Shorthold

Relocation Agent

General Information

With Effect Break

Notice Date

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Warning

7278 Pelaw Crescent, Chester le Street

Reference

Negotiator Training Date

19 June 2025 Thursday

Status Current

Tenancy Dates

Tenancy Start

19/06/2025

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18/06/2026

19/06/2025

Vacating Date

19/06/2025

Visit Next Due

19/06/2025 11:42

Tenancy Details

Lease Period

12 Month Shorthold

Relocation Agent

Agreement Name

Lettings Applicant126

General Information

With Effect Break

Notice Date

Break Clause

B

I

U

3

4

The new Tenancy End Date will automatically populate based on the letting term (eg 12mth) Then click 'Save'

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LA Lettings Applicant126
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7278 Pelaw Crescent, Chester le Street

Reference Negotiator Training Dave Branch Morgan & Co Status Current

Tenancy Dates

Tenancy Start	Tenancy End	Renewal Start	Vacating Date	Visit Next Due
19/06/2025	29/06/2027	30/06/2026	19/06/2025	19/06/2025 11:42

Tenancy Details

Lease Period 12 Month Shorthold Relocation Agent

Agreement Name Lettings Applicant126

General Information

With Effect Break Notice Date

Break Clause B I U

5

If you have your tenancy agreements uploaded into CRM, the updated tenancy agreement can be sent by clicking on the Letters icon and searching for, selecting and creating the document.

iamproperty CRM movebutler iamsold

property My day Lettings Sales Accounts Reporting Communications

£ 600.00
£ 692.00
Live

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0758524521584

7278 Pelaw Crescent, Chester le Street

Reference Negotiator Training Dave Branch Morgan & Co Status Current

Tenancy Dates

Tenancy Start	Tenancy End	Renewal Start	Vacating Date	Visit Next Due
19/06/2025	29/06/2027	30/06/2026	19/06/2025	19/06/2025 11:42

Tenancy Details

Lease Period 12 Month Shorthold Relocation Agent

Agreement Name Lettings Applicant126

General Information

With Effect Break Notice Date

Break Clause B I U