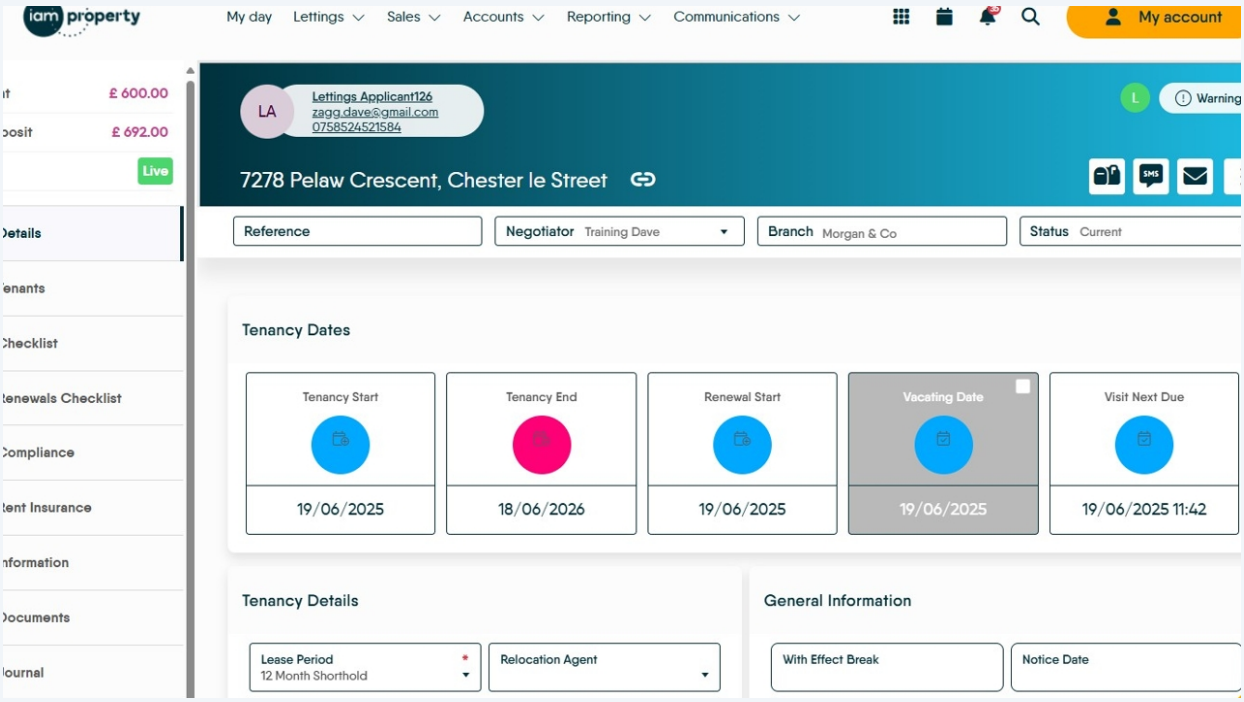
Renewing a Tenancy in iamproperty CRM

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.

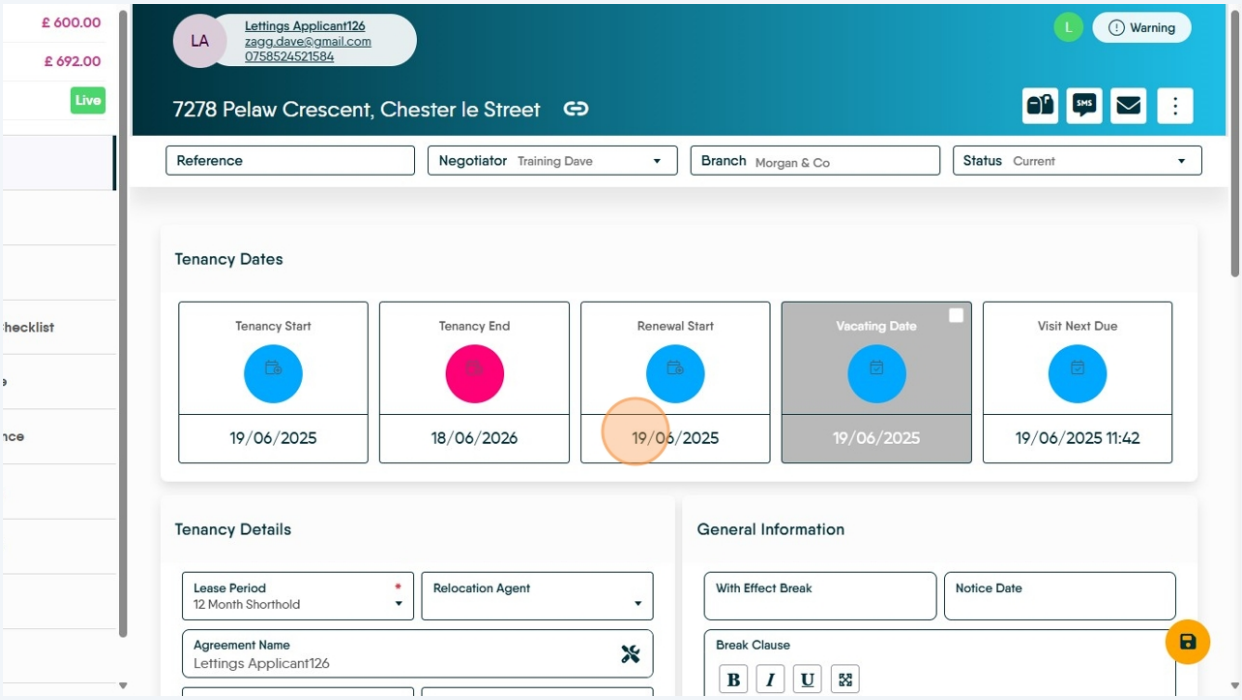
⚠ Alert! This guide shows the process for changing the Tenancy End Date on CRM, also known as Renewing a Tenancy.

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.

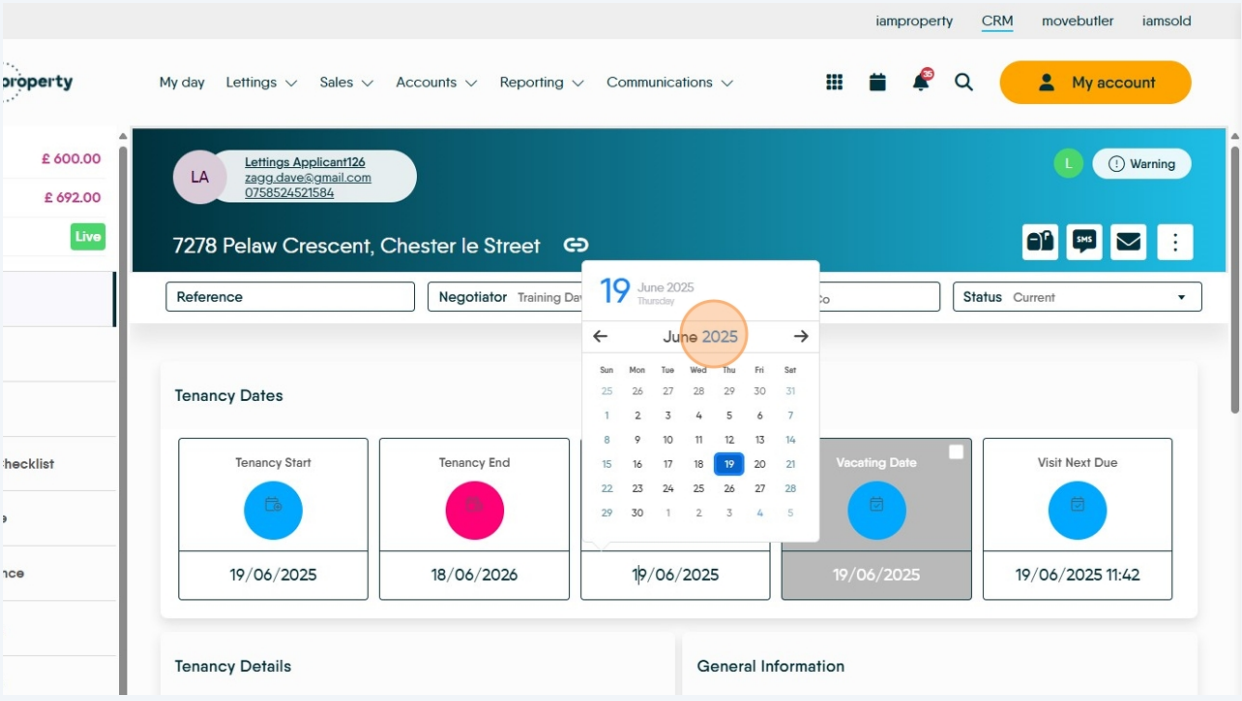


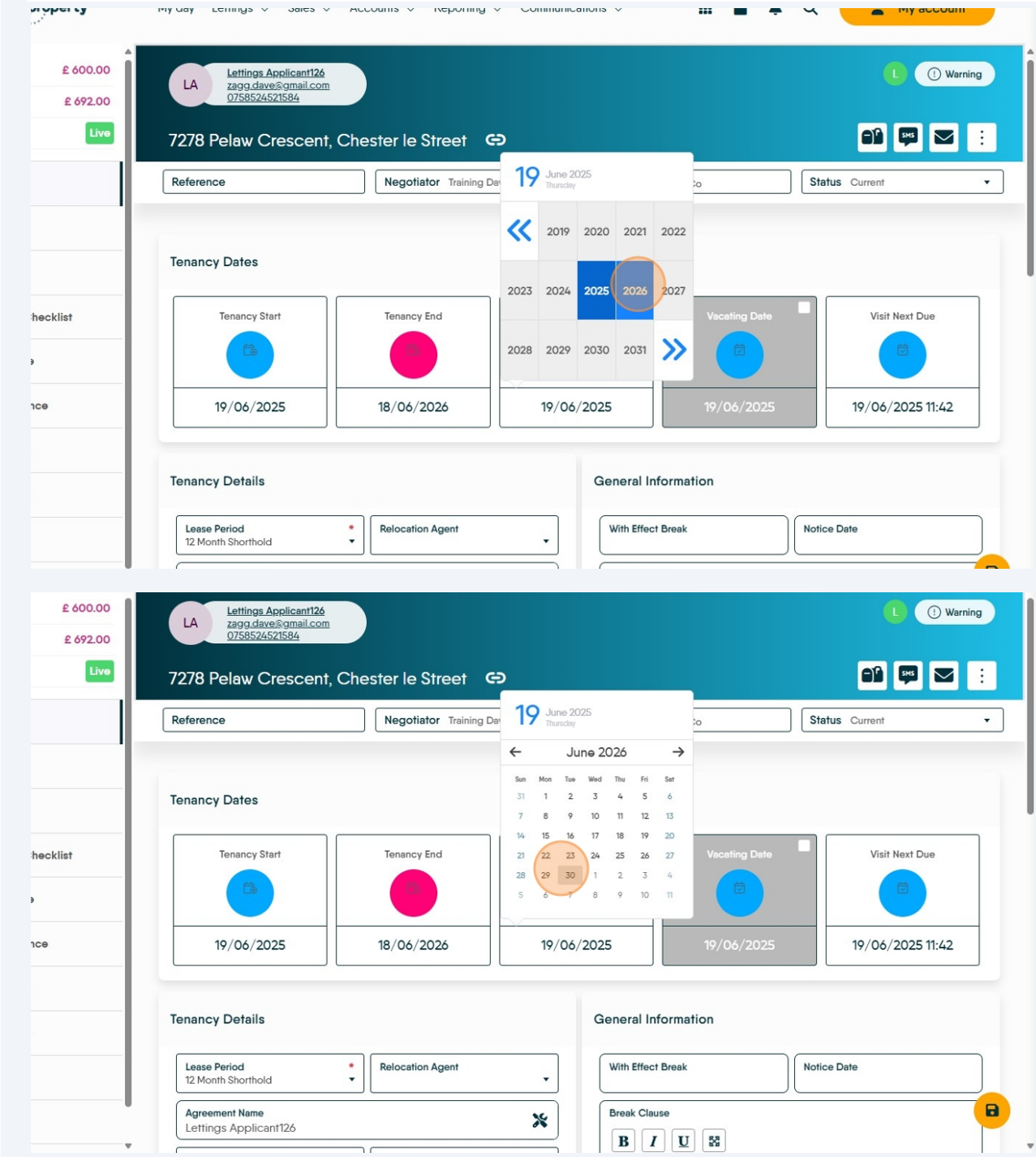
2 Click into the Renewal Start field (specifically where the date is).



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




£ 600.00
£ 692.00
Live
LA
Lettings Applicant126
zagg.dave@gmail.com
0758524521584
Warning
7278 Pelaw Crescent, Chester le Street
Reference
Negotiator
Status Current
19 June 2025
Thursday
2019 2020 2021 2022
2023 2024 2025 2026 2027
2028 2029 2030 2031
Tenancy Dates
Tenancy Start
Tenancy End
Vacating Date
Visit Next Due
19/06/2025
18/06/2026
19/06/2025
19/06/2025
19/06/2025 11:42
Tenancy Details
General Information
Lease Period
12 Month Shorthold
Relocation Agent
With Effect Break
Notice Date

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Sun Mon Tue Wed Thu Fri Sat
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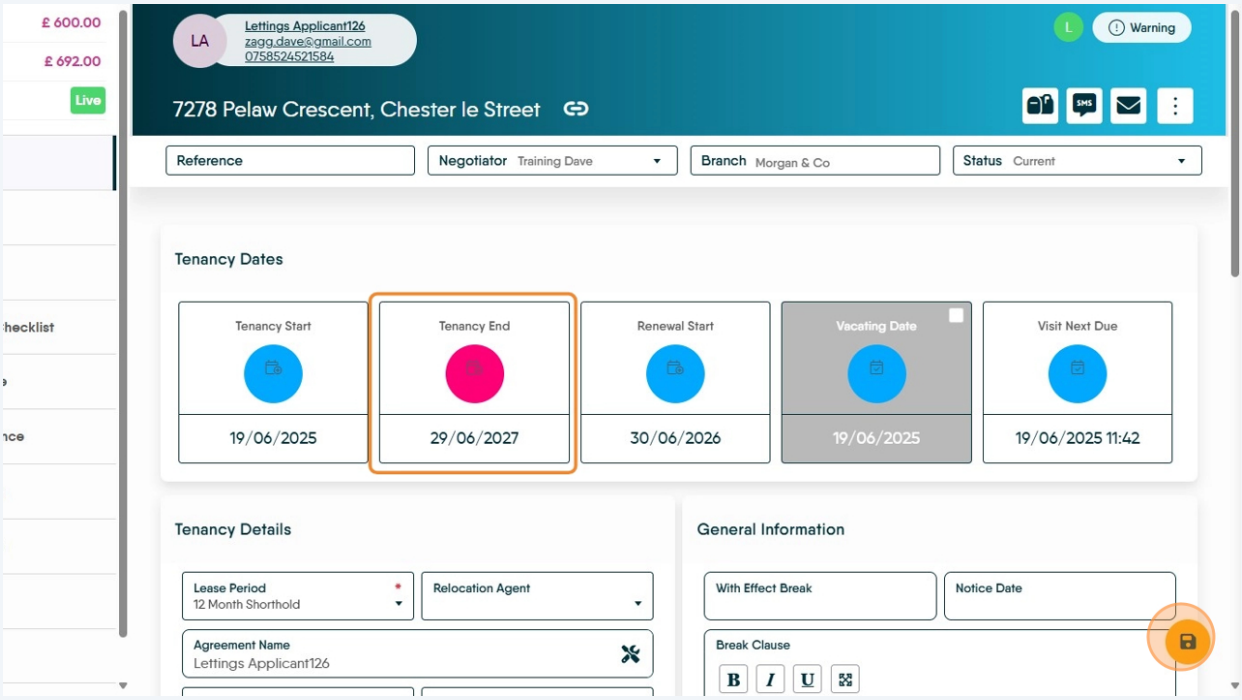
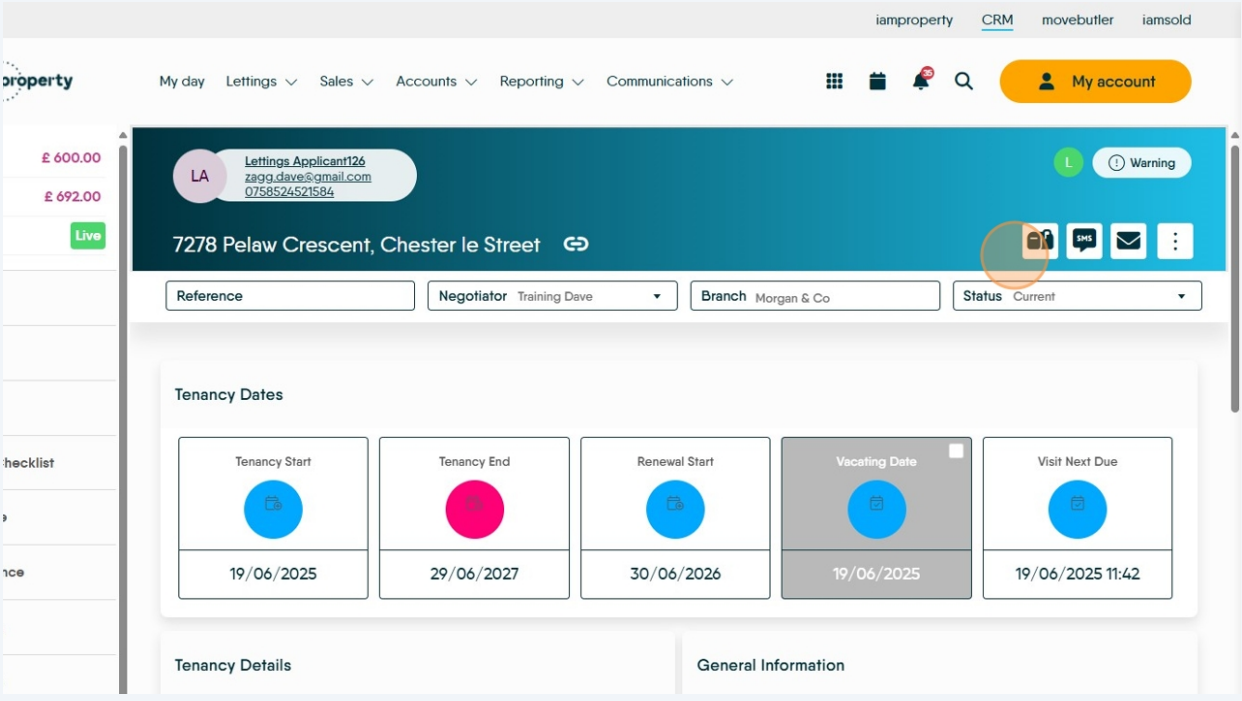
Tenancy Details
General Information
Lease Period
12 Month Shorthold
Relocation Agent
With Effect Break
Notice Date
Agreement Name
Lettings Applicant126
Break Clause

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



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.