

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 with a tenancy record for a property at 7278 Pelaw Crescent, Chester le Street. The record details the following tenancy dates:

- Tenancy Start: 19/06/2025
- Tenancy End: 18/06/2026
- Renewal Start: 19/06/2025
- Vacating Date: 19/06/2025
- Visit Next Due: 19/06/2025 11:42

In the 'Tenancy Details' section, the Lease Period is listed as '12 Month Shorthold'. In the 'General Information' section, there are fields for 'With Effect Break' and 'Notice Date'.

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

The screenshot shows a software interface for managing tenancies. At the top, there are two currency fields: £ 600.00 and £ 692.00. Below them is a green 'Live' button. The main header reads '7278 Pelaw Crescent, Chester le Street'. On the right, there are icons for phone, SMS, email, and more. Below the header, there are dropdown menus for 'Reference' (set to 'Training Dave'), 'Negotiator' (set to 'Training Dave'), 'Branch' (set to 'Morgan & Co'), and 'Status' (set to 'Current').

The main content area is titled 'Tenancy Dates'. It contains five boxes: 'Tenancy Start' (19/06/2025), 'Tenancy End' (18/06/2026), 'Renewal Start' (19/06/2025, highlighted with an orange circle), 'Vacating Date' (19/06/2025), and 'Visit Next Due' (19/06/2025 11:42). Below this, there are two sections: 'Tenancy Details' and 'General Information'. The 'Tenancy Details' section includes a 'Lease Period' dropdown (set to '12 Month Shorthold'), a 'Relocation Agent' dropdown, and an 'Agreement Name' field (set to 'Lettings Applicant126'). The 'General Information' section includes a 'With Effect Break' field, a 'Notice Date' field, and a 'Break Clause' section with icons for B, I, U, and a document symbol. A yellow circle with a question mark is located on the right side of the 'General Information' section.

- 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 same software interface as the previous one, but with a modal window open over the 'Renewal Start' field. The modal is a calendar for June 2025. The date 19/06/2025 is highlighted with an orange circle. The calendar shows the days of the week and the dates for June 2025. The 'Tenancy Dates' section in the background is visible, showing the original start date of 19/06/2025.

£ 600.00
£ 692.00

LA

Lettings Applicant126
zagg.dave@gmail.com
0758524521584

My account

Live

7278 Pelaw Crescent, Chester le Street

Reference Negotiator Training Date

19 June 2025 Thursday

Tenancy Dates

Tenancy Start: 19/06/2025

Tenancy End: 18/06/2026

Calendar: 2019 2020 2021 2022
2023 2024 2025 2026 2027
2028 2029 2030 2031

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

£ 600.00
£ 692.00

LA Lettings Applicant126
zagq.dave@gmail.com
0758524521584

Live

7278 Pelaw Crescent, Chester le Street

Reference Negotiator Training Day

Status Current

19 June 2025

19 June 2026

Tenancy Dates

Tenancy Start: 19/06/2025

Tenancy End: 18/06/2026

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

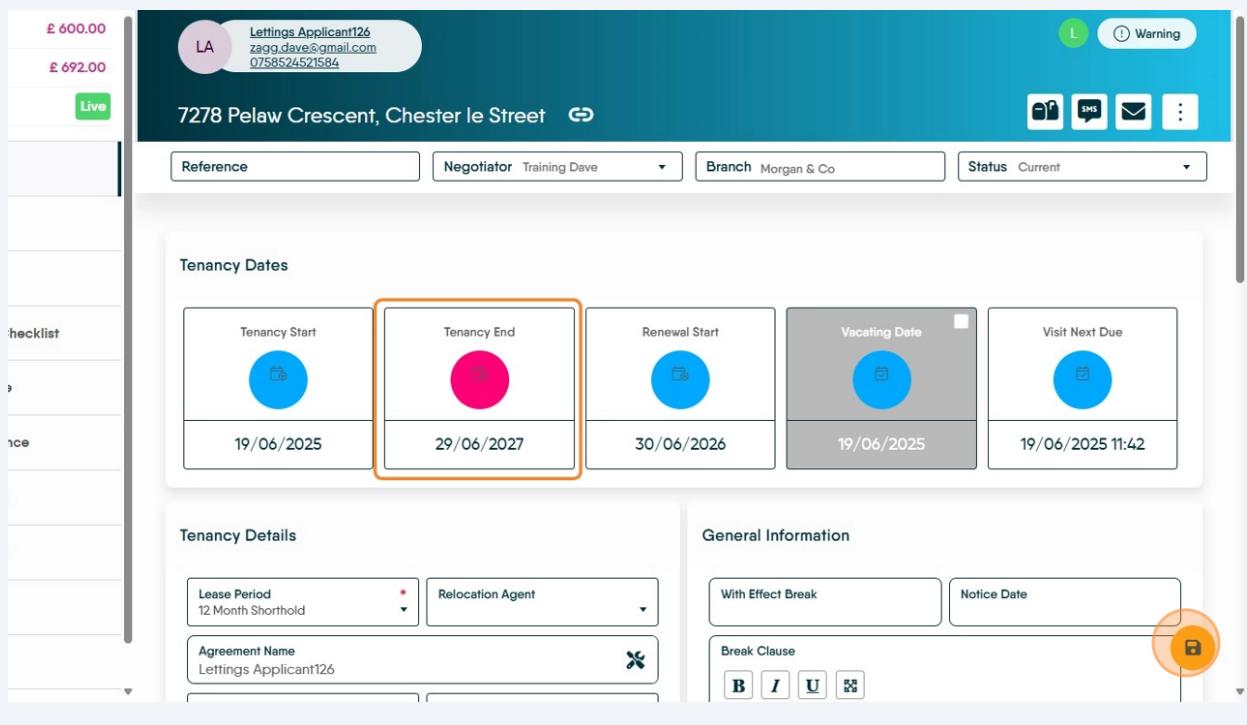
Notice Date

Break Clause

B I U ☒

4

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



£ 600.00
£ 692.00

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0758524521584

Live

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

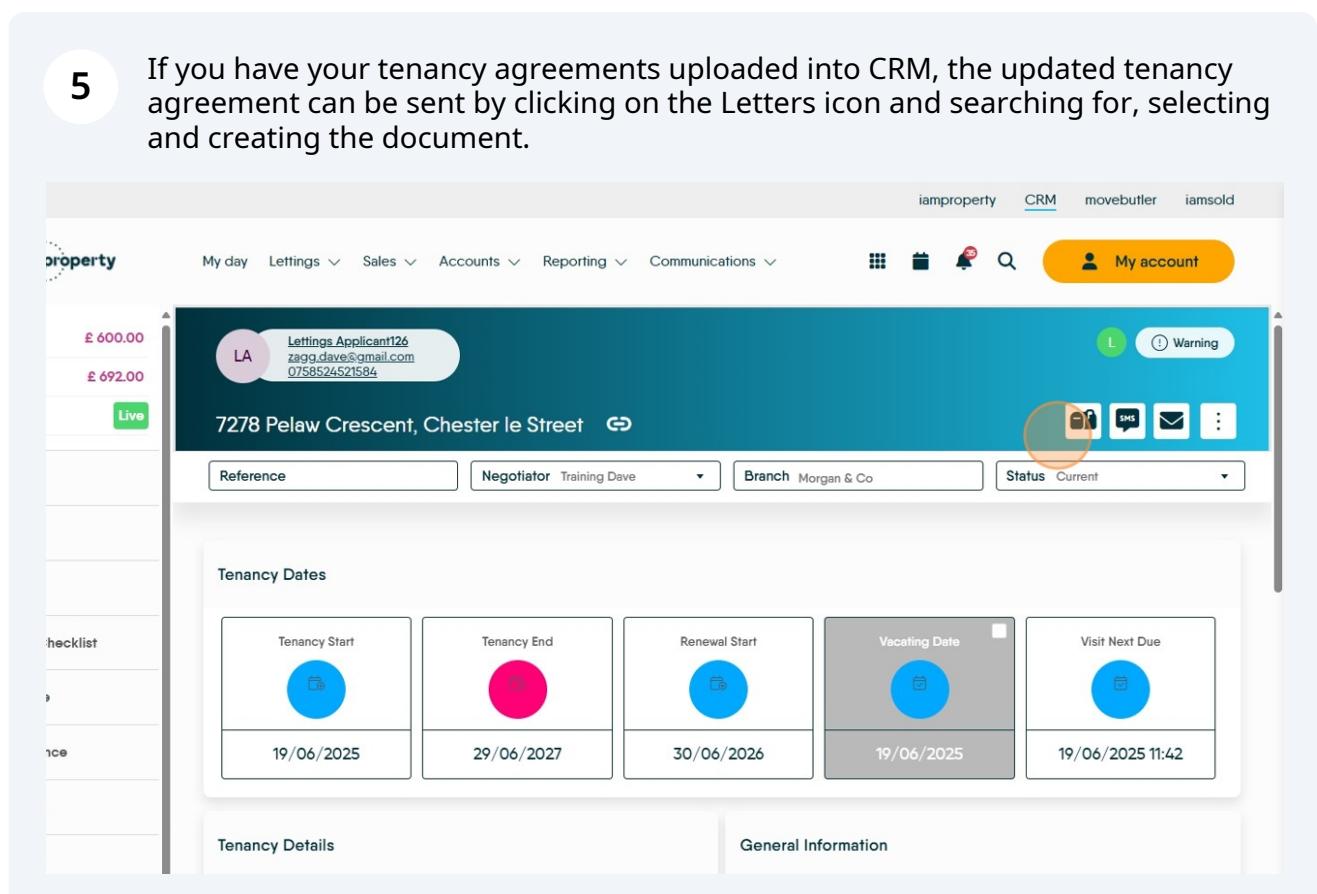
Lease Period: 12 Month Shorthold
Relocation Agent
Agreement Name: Lettings Applicant126

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 My account

£ 600.00
£ 692.00

LA Lettings Applicant126
zagg.dave@gmail.com
0758524521584

Live

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

General Information