

# Updating Co-ordinates for a Lettings Property Address in CRM



This guide provides a step-by-step process for updating property coordinates in CRM, ensuring accurate location data for listings.

Part of the address creation for a property adds the Latitude and Longitude Co-ordinates for the address, sometimes this is slightly incorrect. This guide shows how to update this.

- 1 Navigate to the property record you want to edit.

The screenshot displays the CRM interface for a property record. At the top, there are tabs for 'Lead landlord: Mr Lettings Landlord...' and 'Lead tenant: Applicant161'. Below these are filters for 'Reference:', 'Negotiator: Training Dave', 'Branch: Morgan & Co', and 'Status: Live'. The main content area is divided into two sections: 'PROPERTY PICTURES' on the left and 'Property Address' on the right. The 'PROPERTY PICTURES' section shows a large photo of a brick house and a row of smaller thumbnail images. The 'Property Address' section has a search bar with the text 'Postcode DH2 2HX' and a magnifying glass icon. Below this is the 'Property Information' section, which includes three cards: 'Fully managed' (checked), 'Rent collect', and 'Let only'. At the bottom, there are fields for 'Management Fee' (10) and 'Upfront Letting Fee' (2,000), each with a currency selector (£) and a percentage selector (%).

## 2 Click "Edit Address"

iamproperty CRM movebutler iamsold

property My day Lettings Sales Accounts Reporting Communications

Lead landlord: Mr Lettings Landlord... View Landlords Lead tenant: Applicant161 View Tenants

Reference: Negotiator: Training Dave Branch: Morgan & Co Status: Live

PROPERTY PICTURES Upload

Property Address Edit Address

Postcode: DH2 2HX

Property Information

- Fully managed: This property is fully managed by us
- Rent collect: We collect rent for this property
- Let only: We only let this property

## 3 The Latitude and Longitude are shown on the screen.

Lead landlord: Mr Lettings Landlord... View Landlords Lead tenant: Applicant161 View Tenants

Reference: Negotiator: Training Dave Branch: Morgan & Co Status: Live

PROPERTY PICTURES Upload

Property Address Edit Address

Postcode: DH2 2HX

House No: 7135 Address Line 1: Pelaw Crescent Address Line 2:

Town: Chester le Street County: County Durham Country: UK

Latitude: 54.864578 Longitude: -1.585374

Property Information

- Fully managed
- Rent collect
- Let only

0

B

Lead landlord: Mr Lettings Landlord...

View Landlords

Lead tenant: Applicant161

View Tenants

Calendar

Map

Location

Camera

More

Reference:

Negotiator: Training Dave

Branch: Morgan & Co

Status: Live

PROPERTY PICTURES

Upload

Property Address

Edit Address

Postcode: DH2 2HX

House No: 7135

Address Line 1: Pelaw Crescent

Address Line 2:

Town: Chester le Street

County: County Durham

Country: UK

Latitude: 54.864578

Longitude: -1.585374

Property Information

Fully managed

Rent collect

Let only

4 Click here to view the Map location.

iamproperty

CRM

movebutler

iamsold

property

My day

Lettings

Sales

Accounts

Reporting

Communications

Grid

Calendar

Notifications

Search

My account

Lead landlord: Mr Lettings Landlord...

View Landlords

Lead tenant: Applicant161

View Tenants

View on map

Calendar

Map

Location

Camera

More

Reference:

Negotiator: Training Dave

Branch: Morgan & Co

Status: Live

PROPERTY PICTURES

Upload

Property Address

Edit Address

Postcode: DH2 2HX

House No: 7135

Address Line 1: Pelaw Crescent

Address Line 2:

Town: Chester le Street

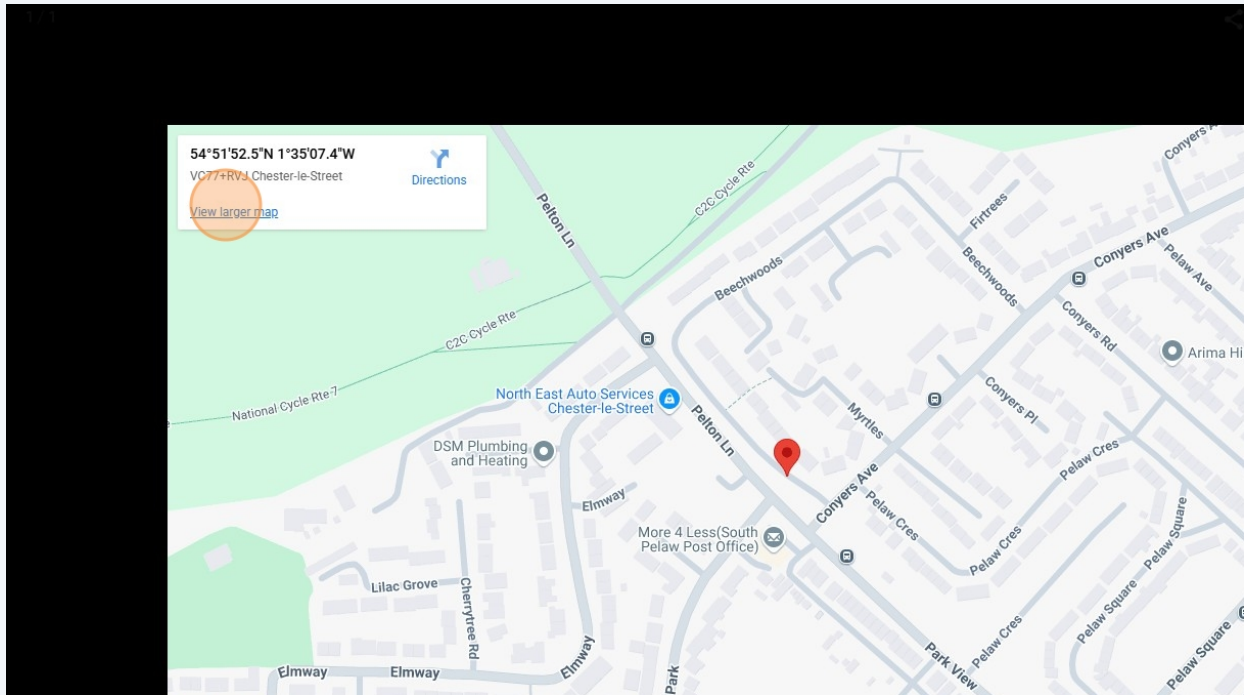
County: County Durham

Country: UK

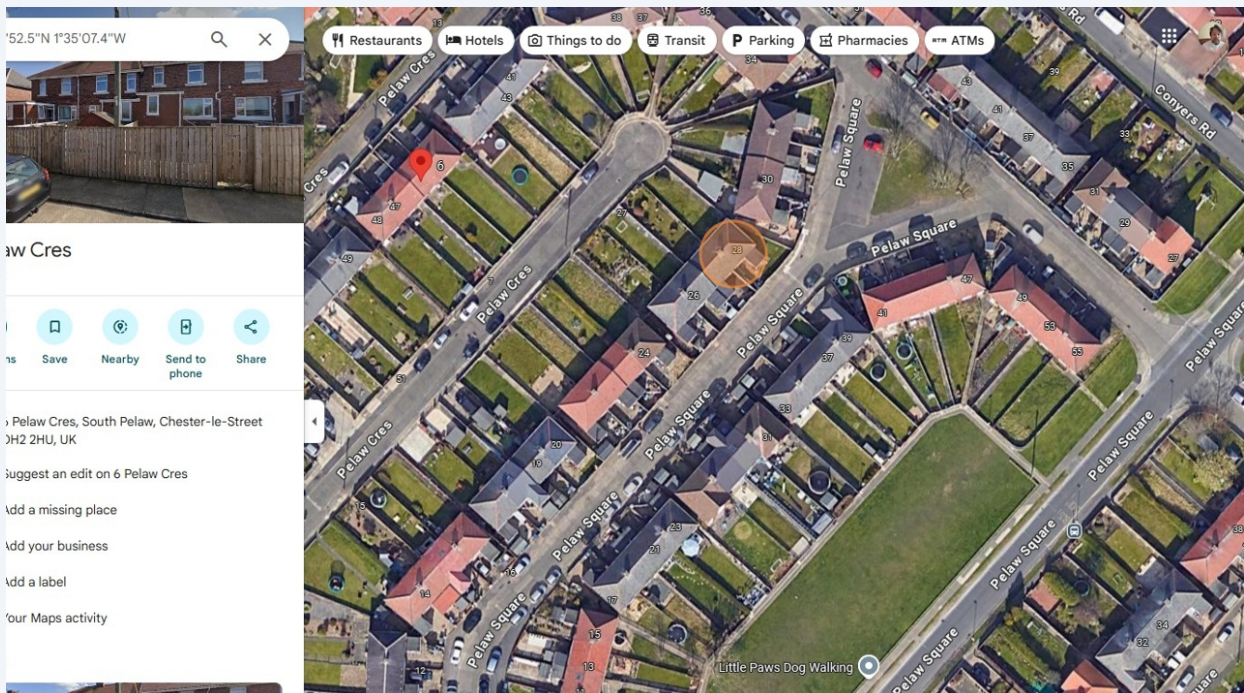
Latitude: 54.864578

Longitude: -1.585374

5 Click "View larger map"

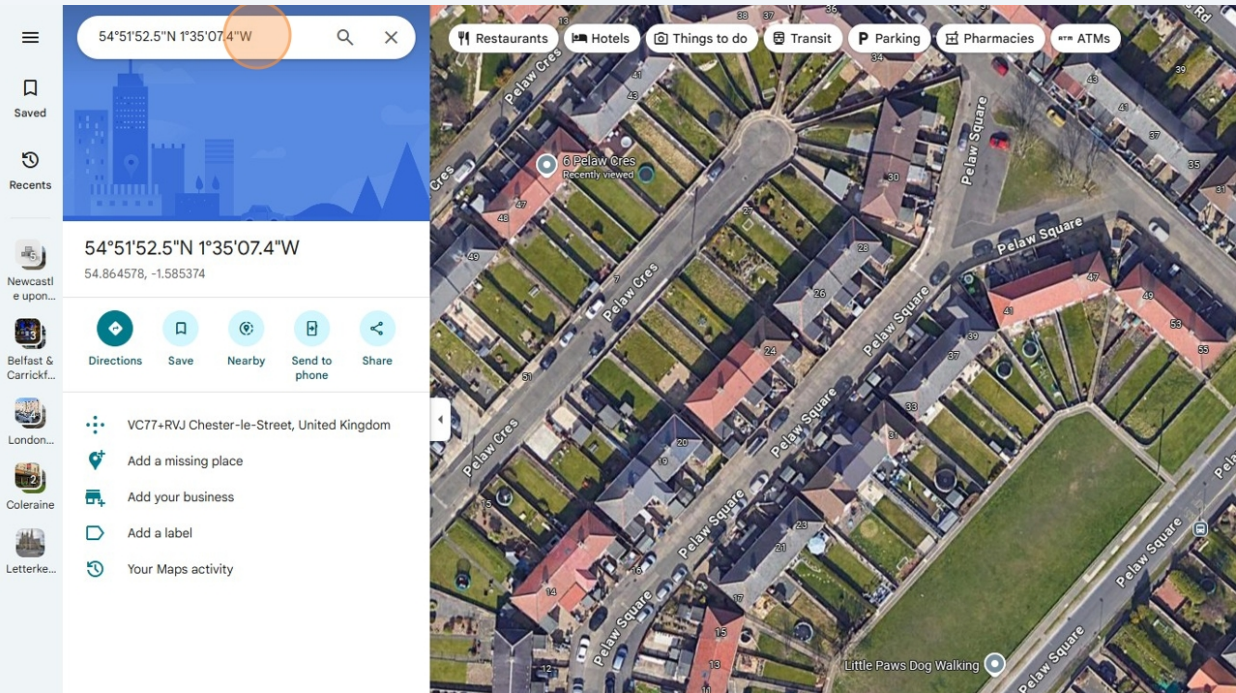


6 On the larger map screen you will see a pushpin where the location is currently set. Click on the map where you want the location to be.



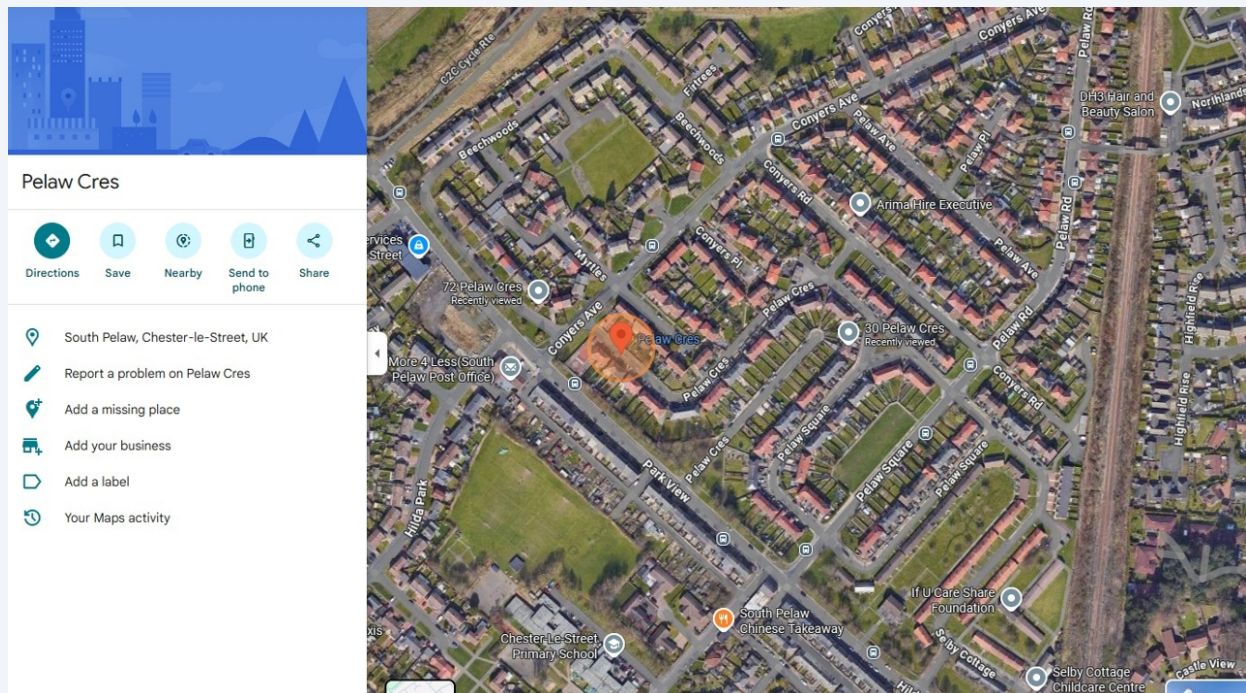
7

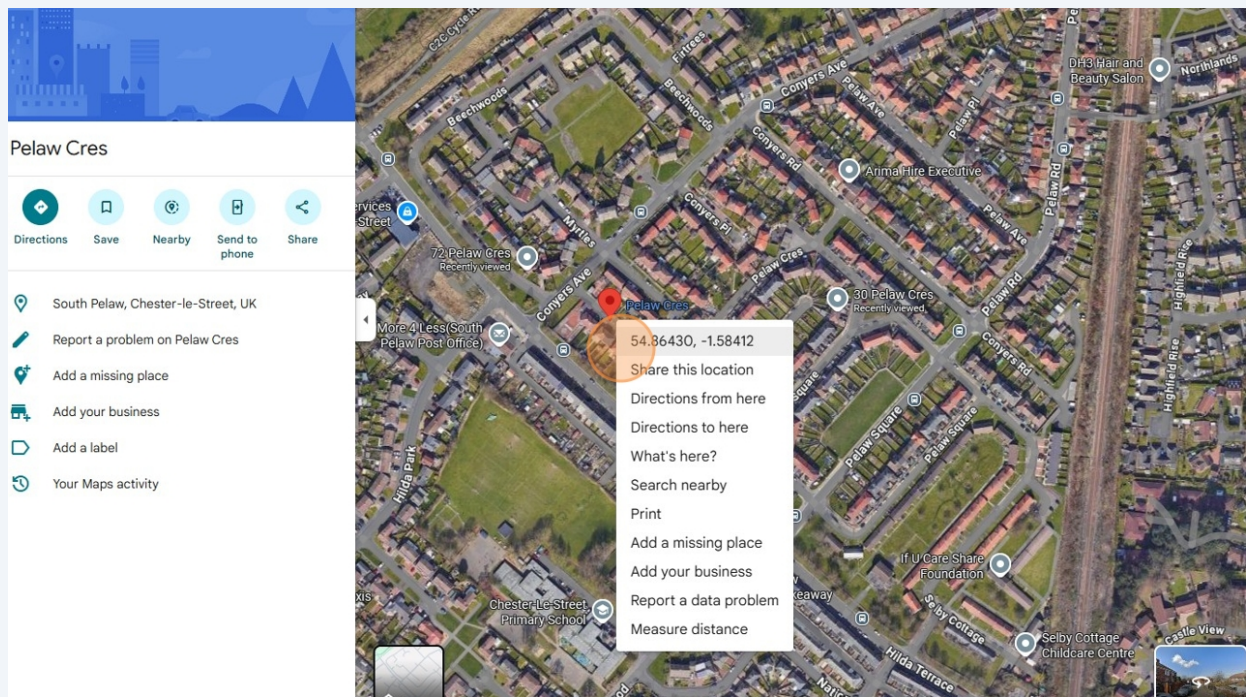
The latitude and Longitude may show in the top left of the screen. Otherwise right click on the area that the property is located and the co-ordinates will show in the menu screen.



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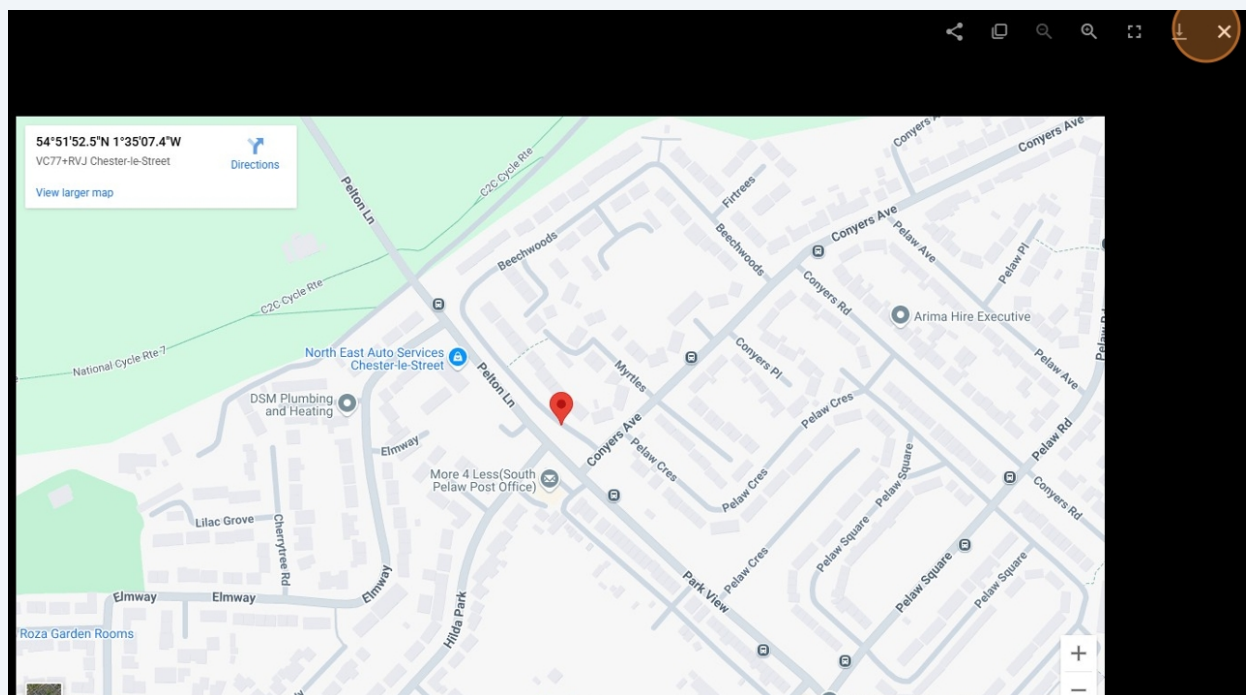
Right-click here. Make a note of the numbers.





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Navigate back to the CRM screen (this should be a tab at the top of your web browser) and close the map view.



10

Click the Latitude and Longitude boxes and update the numbers.

0

B

Lead landlord: Mr Lettings Landlord...

View Landlords

Lead tenant: Applicant161

View Tenants

Calendar

Document

Location

Image

More

Reference:

Negotiator: Training Dave

Branch: Morgan & Co

Status: Live

PROPERTY PICTURES

Upload

Property Address

Edit Address

Postcode: DH2 2HX

House No: 7135

Address Line 1: Pelaw Crescent

Address Line 2:

Town: Chester le Street

County: County Durham

Country: UK

Latitude: 54.864578

Longitude: -1.585374

Property Information

Icon 1

Icon 2

Icon 3

Icon 4

0

B

Lead landlord: Mr Lettings Landlord...

View Landlords

Lead tenant: Applicant161

View Tenants

Calendar

Document

Location

Image

More

Reference:

Negotiator: Training Dave

Branch: Morgan & Co

Status: Live

PROPERTY PICTURES

Upload

Property Address

Edit Address

Postcode: DH2 2HX

House No: 7135

Address Line 1: Pelaw Crescent

Address Line 2:

Town: Chester le Street

County: County Durham

Country: UK

Latitude: 54.864578

Longitude: -1.585374

Property Information

Icon 1

✓

Fully managed

£

Rent collect

📢

Let only

Icon 4

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The Large map (Google maps) tab may show the co-ordinates in the tab for reference. (tab 54°51'52.5"N 1°35'07.4"W - Google Maps) otherwise refer to your notes.

7135 Pelaw Crescent, Chester le St x 54°51'52.5"N 1°35'07.4"W - Google Maps x +

https://crm.iamproperty.com/Lettings/Property/Record/10680976

IAP Managed Favourites HR/Learning Onboarding Overvi... Zendesk Requests - iamprop...

**iam property** My day Lettings Sales Accounts

Live Jobs 0

EPC Rating B

Details

Lead landlord: Mr Lettings Landlord... View

Reference: Neg

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Once complete click 'Save'

Instructed Date

**Fees/Contract**

Contract Type Contract Expires

Fee Amount £ 0.00 % £ Commission £ 0.00 % £

Solicitor Referral Fees £ 0.00 Property Marketing Fees £ 0.00

COMMERCIAL

Save Changes