

Adding and Editing Lettings Property Pricing



This guide provides essential steps for efficiently adding pricing information to Lettings properties within CRM, making it invaluable for real estate professionals.

By following these instructions, users can ensure accurate pricing for letting properties, while also producing polished marketing materials.

Adding Price for a Letting Property

1 Click "Marketing"

The screenshot displays the CRM interface for adding pricing information. On the left, a sidebar menu lists various sections: Live Jobs, EPC Rating, Details, Checklist, Appraisals, Inspections, Accounts, Compliance, Information, maintenance, Payment, Marketing (highlighted with an orange circle), and Key Control. The main content area is divided into three sections. The top section, titled 'No pictures available', features a 'Start' button. The middle section, titled 'COMMERCIAL', includes a 'Commercial Unit' dropdown and three options: 'Exempt' (Rent amount is exempt from VAT), 'Inclusive' (Rent amount is inclusive of VAT, selected with a checkmark), and 'Exclusive' (Rent amount is exclusive of VAT). The bottom section, titled 'Property Information', contains several input fields: 'Management Fee' (£ 0), 'Upfront Letting Fee' (£ 0), 'Regular Letting Fee' (£ 0), 'Authorised Expense Amount' (£ 0.00), 'Estimated Rental Value' (£ 0.00), and 'Agreement Name'. A 'Scheduled Management Fee' section at the bottom right includes 'Amount' and 'Next Fee Date' fields.

2 Click here and type the rent amount or use the up/down arrows. Click and add the deposit, either type or use the up/down arrows.

Live Jobs0

EPC RatingG

Details

Checklist

Appraisals

Inspections

Accounts>

Compliance

Information

maintenance>

Payment

Marketing

Key Control

Appraisal

85 Pelaw Crescent, Chester le Street, DH22HX |
3 1 | GBP 0.00 null

Lead landlord:
Sir Letting Landlord81

View Landlords

Lead tenant:

View Tenants

Reference:

Negotiator: Training Dave

Branch: Morgan & Co

Status: Prospect

Property Marketing

Currency

Rent (GBP)
£
0.00

Deposit (GBP)
0.00

Bedrooms
3

Bathrooms
1

Reception
1

Property Advertising

Select Date Available From: 29/07/2025

Today

Live Jobs0

EPC RatingG

Details

Checklist

Appraisals

Inspections

Accounts>

Compliance

Information

maintenance>

Payment

Marketing

Key Control

Appraisal

85 Pelaw Crescent, Chester le Street, DH22HX |
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Property Marketing

Currency

Rent (GBP)
£
0.00

Deposit (GBP)
0.00

Bedrooms
3

Bathrooms
1

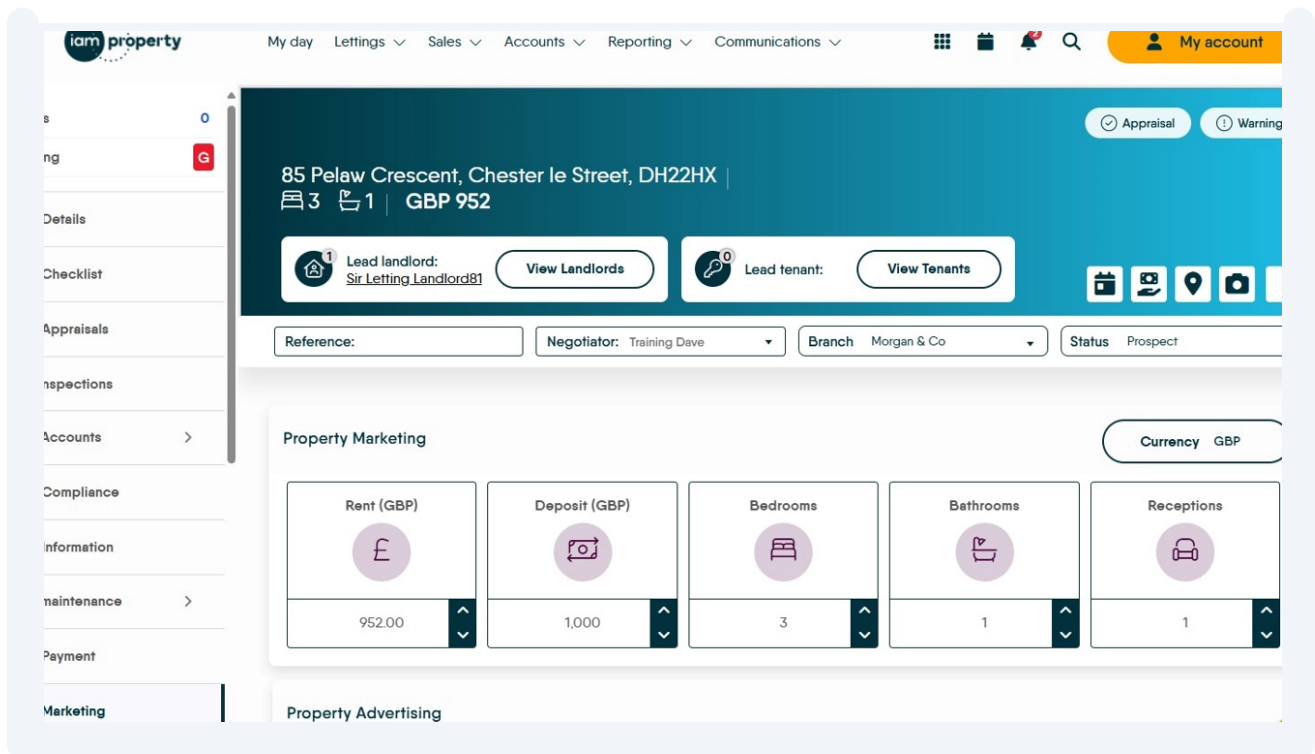
Reception
1

Property Advertising

Select Date Available From: 29/07/2025

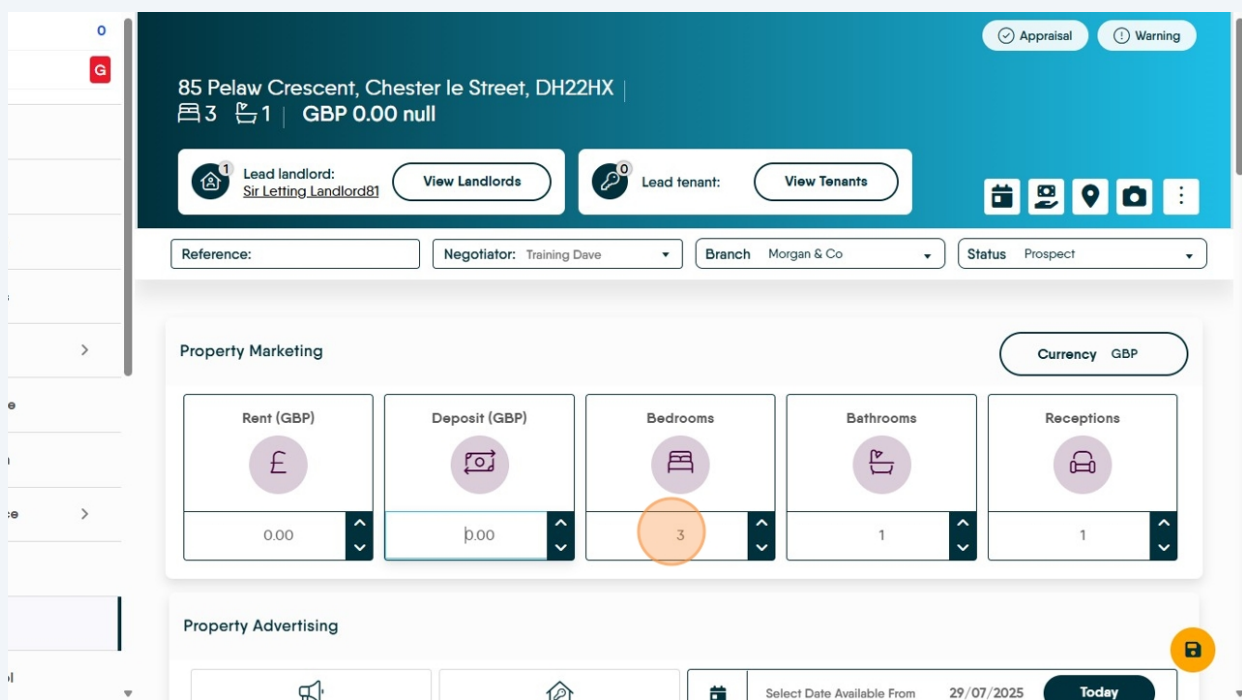
Today

2



- 3 To edit a price and a deposit retype over the existing pricing and save.
A record of the price change and who updated it will be kept in the Audit tab

- 4 If not added from Appraisal, click and add the number of bedrooms, bathrooms and receptions.



0

G

Appraisal

Warning

85 Pelaw Crescent, Chester le Street, DH22HX |

3

1

GBP 0.00 null

Lead landlord:

Sir Letting Landlord81

View Landlords

Lead tenant:

View Tenants

Calendar

Document

Location

Image

More

Reference:

Negotiator: Training Dave

Branch: Morgan & Co

Status: Prospect

Property Marketing

Currency: GBP

Rent (GBP)

£

0.00

Up/Down

Deposit (GBP)

£

0.00

Up/Down

Bedrooms

3

Up/Down

Bathrooms

1

Up/Down

Receptions

1

Up/Down

Property Advertising

Speaker

Home

Calendar

Select Date Available From: 29/07/2025

Today

0

G

Appraisal

Warning

85 Pelaw Crescent, Chester le Street, DH22HX |

3

1

GBP 0.00 null

Lead landlord:

Sir Letting Landlord81

View Landlords

Lead tenant:

View Tenants

Calendar

Document

Location

Image

More

Reference:

Negotiator: Training Dave

Branch: Morgan & Co

Status: Prospect

Property Marketing

Currency: GBP

Rent (GBP)

£

0.00

Up/Down

Deposit (GBP)

£

0.00

Up/Down

Bedrooms

3

Up/Down

Bathrooms

1

Up/Down

Receptions

1

Up/Down

Property Advertising

Speaker

Home

Calendar

Select Date Available From: 29/07/2025

Today

5 Once completed click 'Save'