

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 shows the CRM interface with the 'Marketing' section highlighted. The left sidebar includes 'Live Jobs' (0), 'EPC Rating' (G), and various management tabs: Details, Checklist, Appraisals, Inspections, Accounts, Compliance, Information, maintenance, Payment, Marketing (highlighted with an orange circle), and Key Control. The main content area shows a placeholder for property pictures with a 'Start' button. Below this is a 'COMMERCIAL' section with a 'Commercial Unit' toggle. Underneath are three VAT options: 'Exempt' (rent amount is exempt from VAT), 'Inclusive' (rent amount is inclusive of VAT), and 'Exclusive' (rent amount is exclusive of VAT). To the right is a 'Property Information' panel with sections for management (Fully managed, Rent collect, Let only), fees (Management Fee, Upfront Letting Fee, Regular Letting Fee, Authorised Expense Amount, Estimated Rental Value), and a 'Scheduled Management Fee' section.

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 Jobs](#)

[EPC Rating](#)

[Details](#)

[Checklist](#)

[Appraisals](#)

[Inspections](#)

[Accounts](#)

[Compliance](#)

[Information](#)

[Maintenance](#)

[Payment](#)

[Marketing](#)

[Key Control](#)

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

Lead landlord: Sir Letting Landlord81
[View Landlords](#)
Lead tenant:
[View Tenants](#)

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

[Appraisal](#)
[Print](#)
[Email](#)
[Map](#)

Property Marketing

Rent (GBP)
Deposit (GBP)
Bedrooms
Bathrooms
Reception

Property Advertising

[Speaker](#)
[House](#)
[Calendar](#)

Select Date Available From
29/07/2025
[Today](#)

[Live Jobs](#)

[EPC Rating](#)

[Details](#)

[Checklist](#)

[Appraisals](#)

[Inspections](#)

[Accounts](#)

[Compliance](#)

[Information](#)

[Maintenance](#)

[Payment](#)

[Marketing](#)

[Key Control](#)

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

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[Print](#)
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Property Marketing

Rent (GBP)
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Bedrooms
Bathrooms
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Property Advertising

[Speaker](#)
[House](#)
[Calendar](#)

Select Date Available From
29/07/2025
[Today](#)

85 Pelaw Crescent, Chester le Street, DH22HX |
3 | GBP 952

Lead landlord: Sir Letting Landlord81 | View Landlords | Lead tenant: | View Tenants

Reference: | Negotiator: Training Dave | Branch: Morgan & Co | Status: Prospect

Currency: GBP

Property Marketing

Rent (GBP)	Deposit (GBP)	Bedrooms	Bathrooms	Receptions
£ 952.00	£ 1,000.00	3	1	1

Property Advertising

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.

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

Lead landlord: Sir Letting Landlord81 | View Landlords | Lead tenant: | View Tenants

Reference: | Negotiator: Training Dave | Branch: Morgan & Co | Status: Prospect

Currency: GBP

Property Marketing

Rent (GBP)	Deposit (GBP)	Bedrooms	Bathrooms	Receptions
£ 0.00	£ 0.00	3	1	1

Property Advertising

0
G

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

Lead landlord: Sir Letting Landlord81
View Landlords
Lead tenant:
View Tenants
Calendar
Map
Photo
More

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

Property Marketing

Rent (GBP)
Deposit (GBP)
Bedrooms
Bathrooms
Receptions

£
£
Bed icon
Shower icon
Reception icon

0.00
0.00
3
1
1

Property Advertising

Speaker icon
House icon
Calendar icon
Select Date Available From
29/07/2025
Today

Appraisal
Warning
Save icon

0
G

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

Lead landlord: Sir Letting Landlord81
View Landlords
Lead tenant:
View Tenants
Calendar
Map
Photo
More

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

Property Marketing

Rent (GBP)
Deposit (GBP)
Bedrooms
Bathrooms
Receptions

£
£
Bed icon
Shower icon
Reception icon

0.00
0.00
3
1
1

Property Advertising

Speaker icon
House icon
Calendar icon
Select Date Available From
29/07/2025
Today

Appraisal
Warning
Save icon

0
G

5 Once completed click 'Save'