

Pre-paying Rent for a Tenant

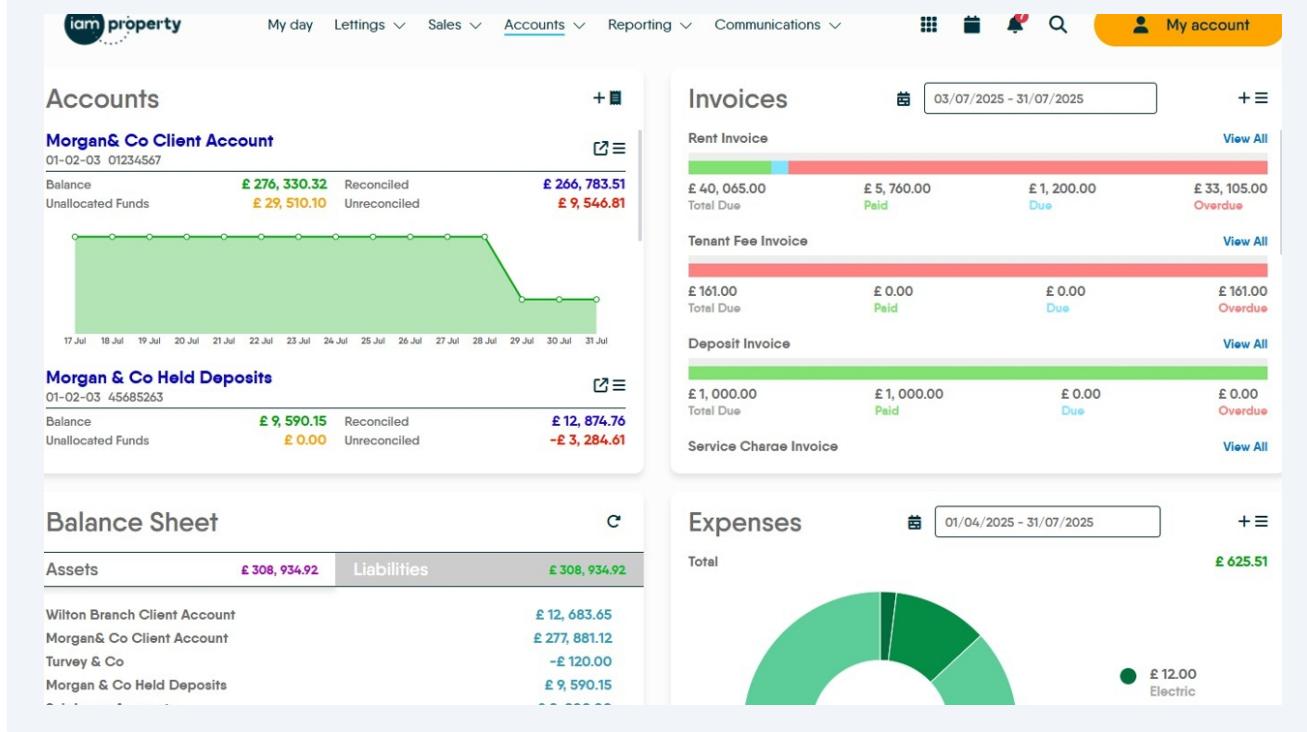


This guide provides a straightforward method for you to pre-pay rent on behalf of tenants who pay early.

By following the outlined steps, you can easily and efficiently manage tenant accounts. This resource is essential for anyone looking to streamline their rent collection process and maintain positive tenant relationships.

- 1 This process is to collect a rent payment paid to you before the Rent Invoice is created by CRM. Any rent payment collected this way will be available to pay to the landlord straight away.

- 2 Navigate to <https://crm.iamproperty.com/Dashboards/Accounts>



3 Click "Accounts"

Accounts

Morgan & Co Client Account
01-02-03 01234567

Balance	£ 276, 330.32	Reconciled	£ 266, 783.51
Unallocated Funds	£ 29, 510.10	Unreconciled	£ 9, 546.81

Morgan & Co Held Deposits
01-02-03 45685263

Balance	£ 9, 590.15	Reconciled	£ 12, 874.76
Unallocated Funds	£ 0.00	Unreconciled	-£ 3, 284.61

Invoices
03/07/2025 – 31/07/2025

Rent Invoice
£ 40, 065.00 Total Due
£ 5, 760.00 Paid
£ 1, 200.00 Due
£ 3, 000.00 Overage

Tenant Fee Invoice
£ 161.00 Total Due
£ 0.00 Paid
£ 0.00 Due

Deposit Invoice
£ 1, 000.00 Total Due
£ 1, 000.00 Paid
£ 0.00 Due

Service Charge Invoice

Balance Sheet

Assets	£ 308, 934.92	Liabilities	£ 308, 934.92
Wilton Branch Client Account	£ 12, 683.65		

Expenses
01/04/2025 – 31/07/2025

Total

4 Click "Tenant"

Accounts dashboard General ▾ Landlord ▾ Tenant ▾

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01-02-03 01234567

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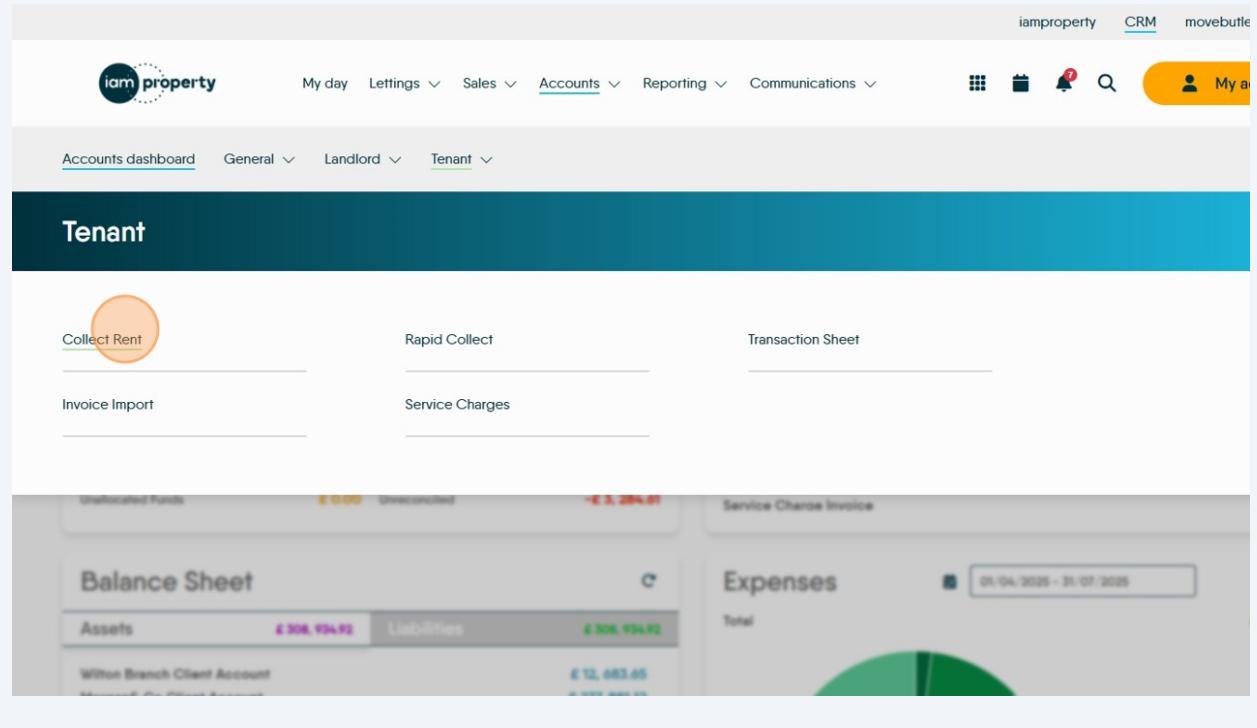
Balance Sheet

Assets	£ 308, 934.92	Liabilities	£ 308, 934.92
Wilton Branch Client Account	£ 12, 683.65		

Expenses
01/04/2025 – 31/07/2025

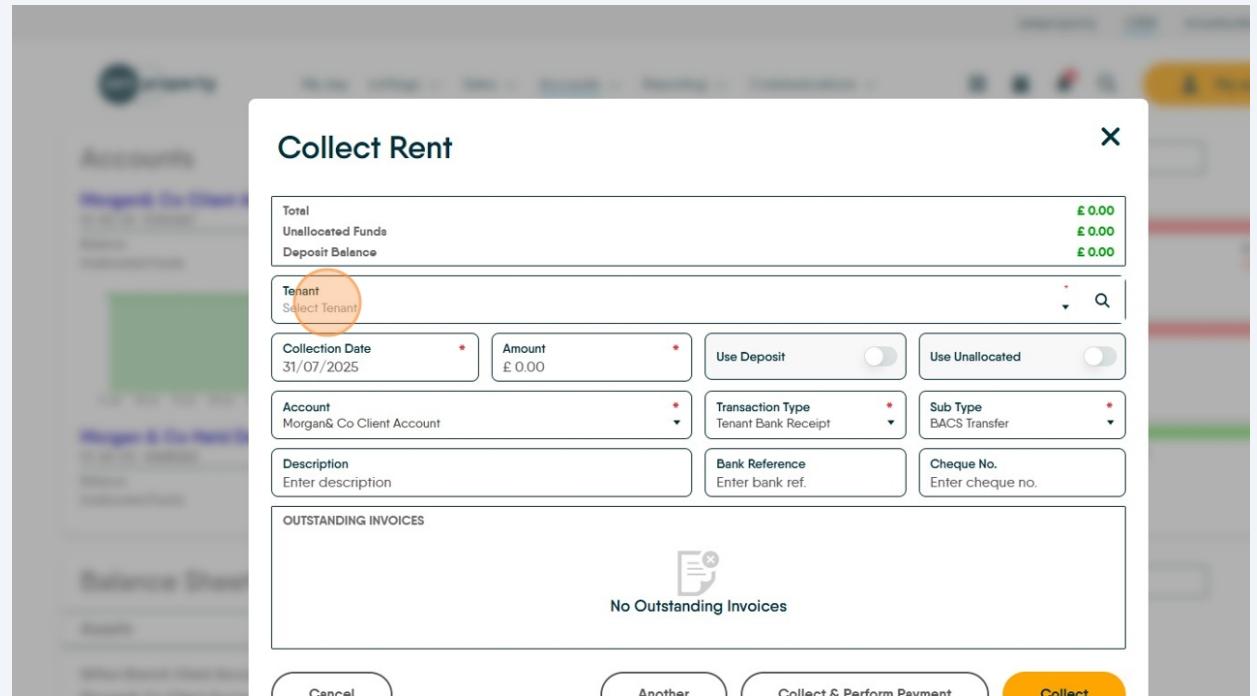
Total

5 Click "Collect Rent" this is the best area to search for and register a pre paid rent payment.

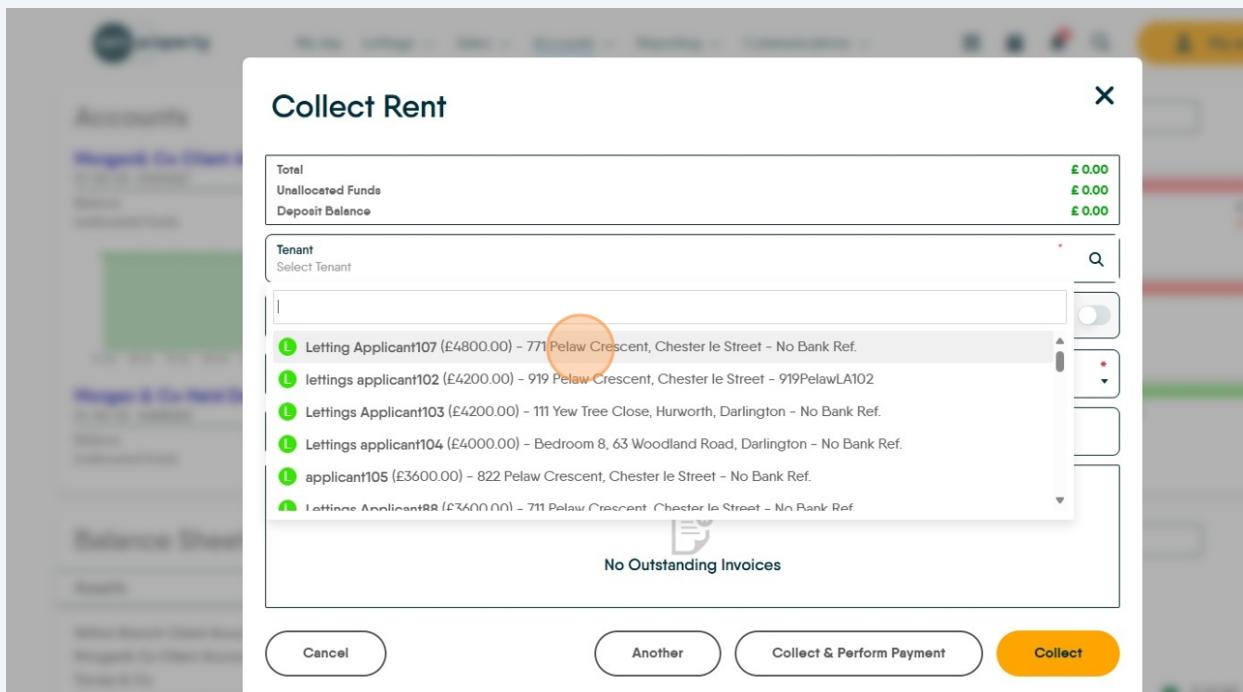


The screenshot shows the iam property software interface. At the top, there are navigation links: My day, Lettings, Sales, Accounts (underlined), Reporting, Communications. Below the navigation is a toolbar with icons for Home, My day, CRM, movebutton, and a user profile. The main area is titled 'Tenant' and includes links for Collect Rent, Rapid Collect, Transaction Sheet, Invoice Import, and Service Charges. Below this, there are two main sections: 'Balance Sheet' and 'Expenses'. The 'Balance Sheet' section shows Assets of £308,954.92 and Liabilities of £308,954.92. The 'Expenses' section shows a date range from 01/04/2025 to 31/07/2025. A 'Service Charge Invoice' is visible in the background.

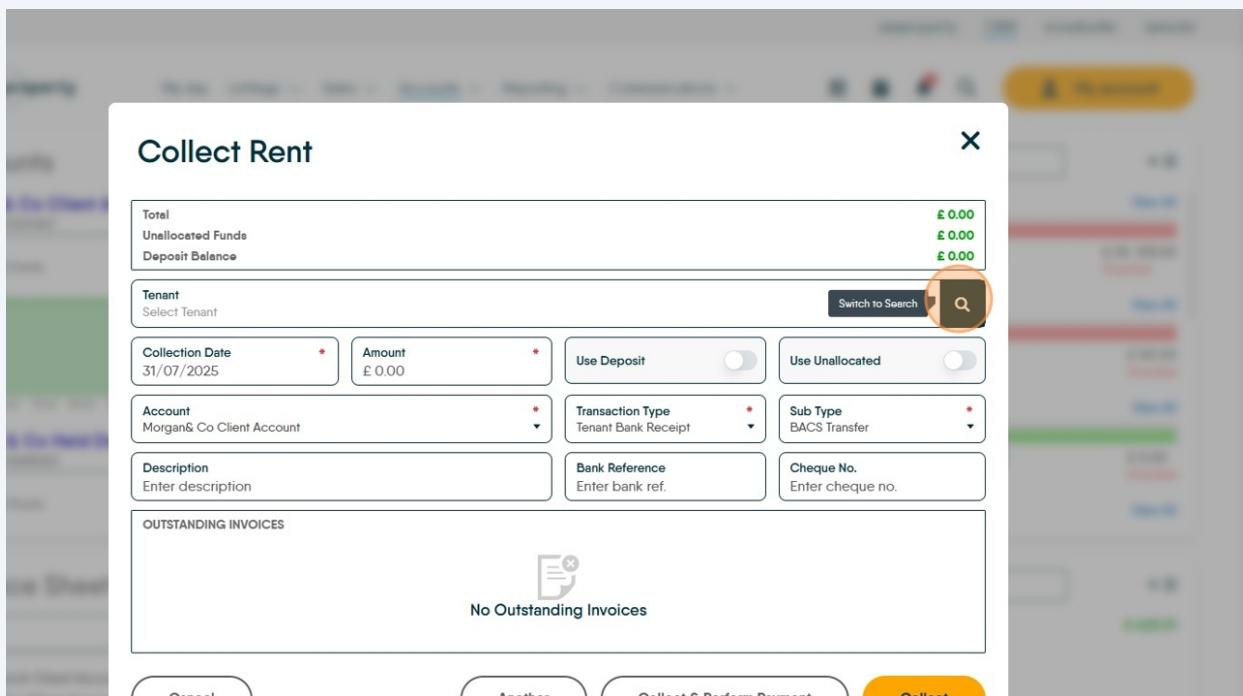
6 Click "Select Tenant" if the tenant name is in this drop down menu they have an outstanding rental invoice to be paid before you can pre pay a future dated rent.



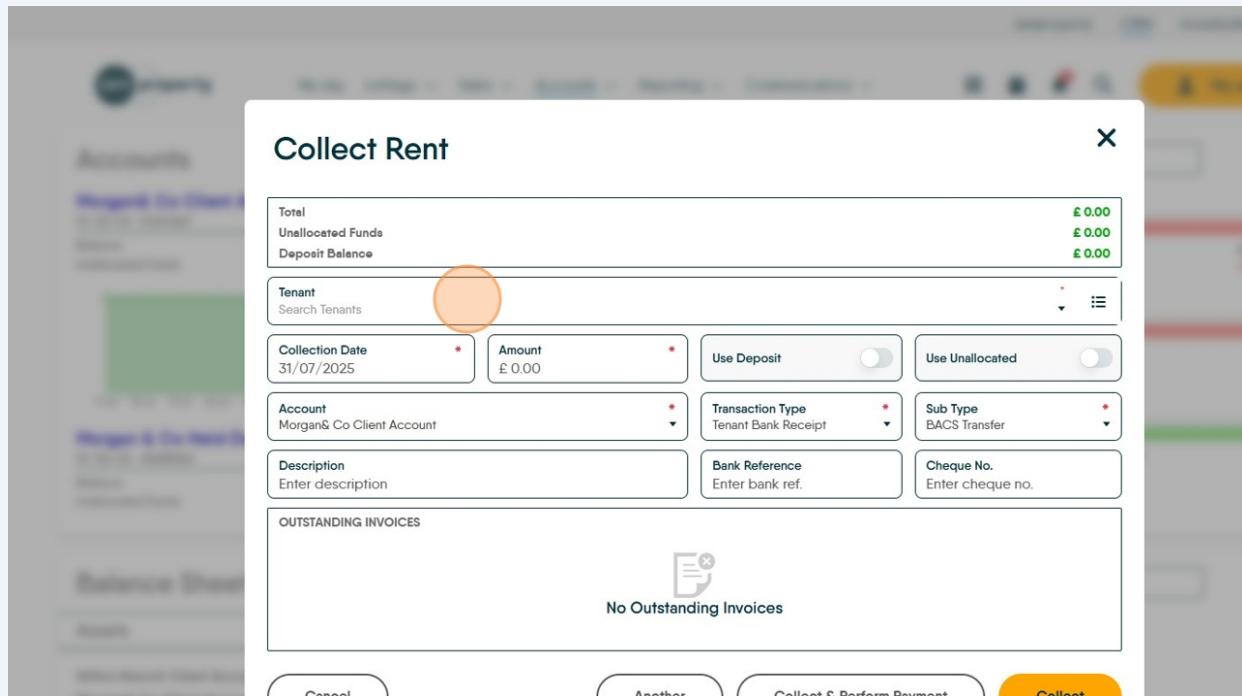
The screenshot shows the 'Collect Rent' dialog box. It includes fields for Total, Unallocated Funds, and Deposit Balance, all showing £0.00. A 'Tenant' dropdown menu is shown, with 'Select Tenant' highlighted with a red circle. Other fields include Collection Date (31/07/2025), Amount (£0.00), Use Deposit (off), Use Unallocated (off), Account (Morgan& Co Client Account), Transaction Type (Tenant Bank Receipt), Sub Type (BACS Transfer), Description (Enter description), Bank Reference (Enter bank ref.), and Cheque No. (Enter cheque no.). Below the form is a section titled 'OUTSTANDING INVOICES' with a message 'No Outstanding Invoices'. At the bottom are buttons for Cancel, Another, Collect & Perform Payment, and Collect.



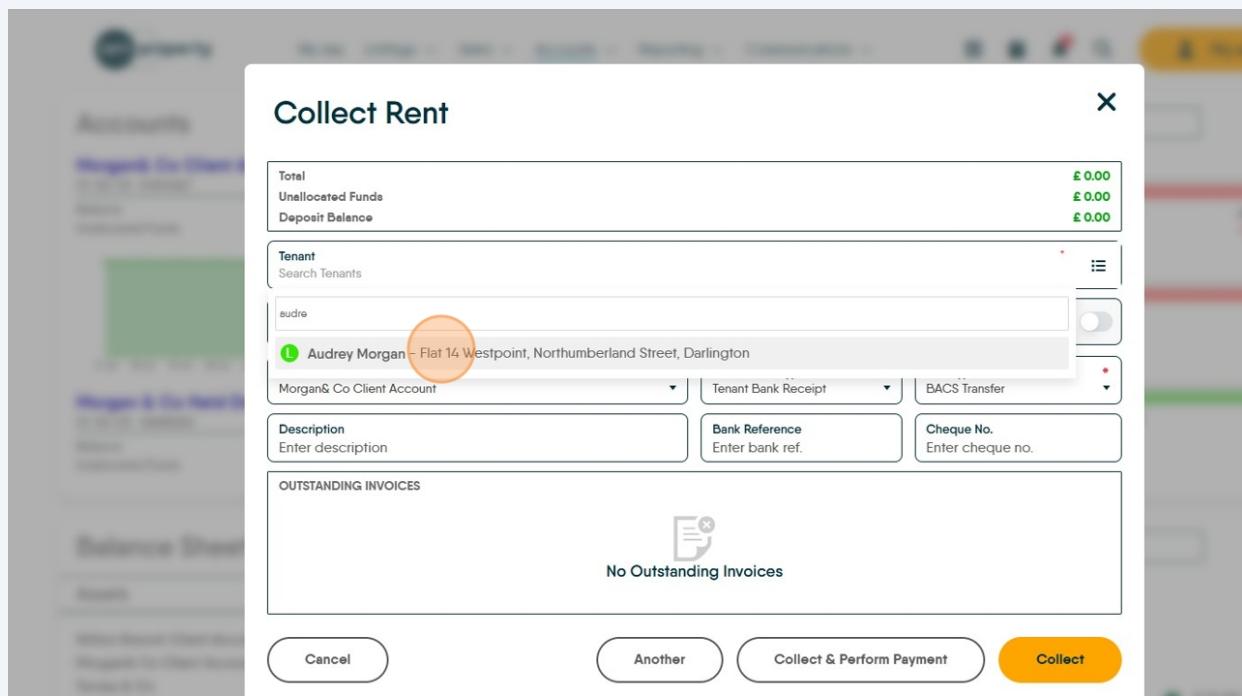
7 If the Tenant does not appear in the drop down menu you can prepay a future rent. Click onto the search icon.



8 Click "Search Tenants" and type the tenant name.

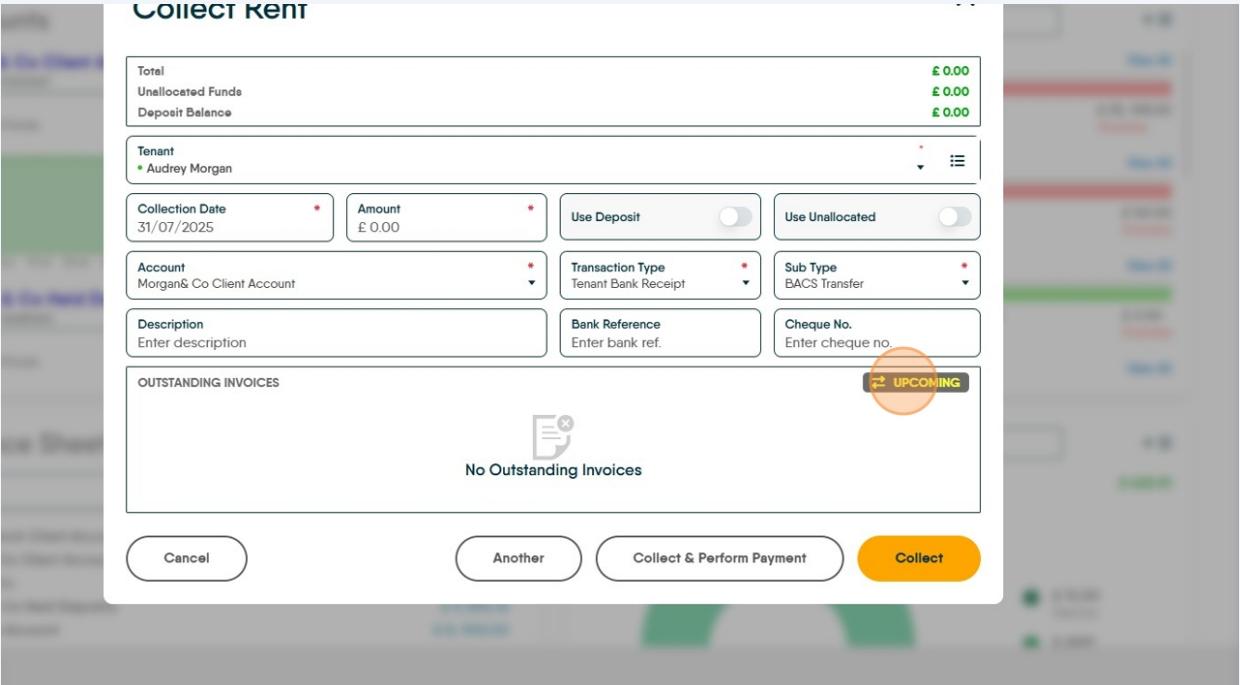


9 Click Tenant details.



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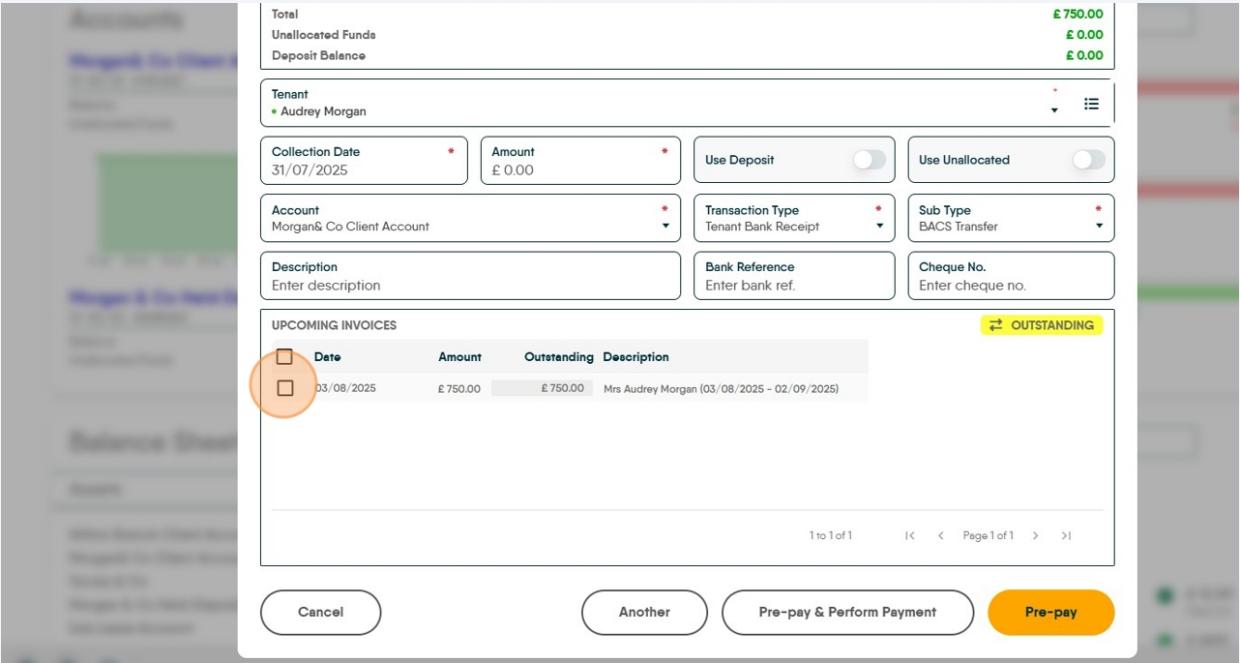
On this screen you will not see any rents, as none are currently due. Click "UPCOMING" to see the future dated rent invoices.



The screenshot shows the 'Collect Rent' interface. At the top, there are sections for 'Total', 'Unallocated Funds', and 'Deposit Balance', all showing £ 0.00. Below this, the 'Tenant' is listed as 'Audrey Morgan'. The 'Collection Date' is set to '31/07/2025' and the 'Amount' is '£ 0.00'. There are buttons for 'Use Deposit' and 'Use Unallocated'. The 'Account' is 'Morgan& Co Client Account' and the 'Transaction Type' is 'Tenant Bank Receipt'. The 'Sub Type' is 'BACS Transfer'. The 'Description' field contains 'Enter description' and the 'Bank Reference' field contains 'Enter bank ref.'. The 'Cheque No.' field contains 'Enter cheque no.'. A button labeled 'UPCOMING' is highlighted with an orange circle. Below this, a section titled 'OUTSTANDING INVOICES' shows 'No Outstanding Invoices'. At the bottom, there are buttons for 'Cancel', 'Another', 'Collect & Perform Payment', and a large orange 'Collect' button.

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Click this checkbox to select and pay this invoice. If there are multiple rent invoices it is possible to select multiple invoices to pay in full or part pay.



The screenshot shows the 'Collect Rent' interface with an 'UPCOMING INVOICES' section. The table shows one invoice for 'Mrs Audrey Morgan' dated '03/08/2025' with an amount of '£ 750.00'. The 'Description' is 'Mrs Audrey Morgan (03/08/2025 - 02/09/2025)'. The 'Date' column has a checkbox, which is highlighted with an orange circle. The 'Amount' and 'Outstanding' columns show '£ 750.00'. The 'Description' column shows the full description. A yellow 'OUTSTANDING' button is visible at the top right of the invoice table. At the bottom, there are buttons for 'Cancel', 'Another', 'Pre-pay & Perform Payment', and a large orange 'Pre-pay' button.



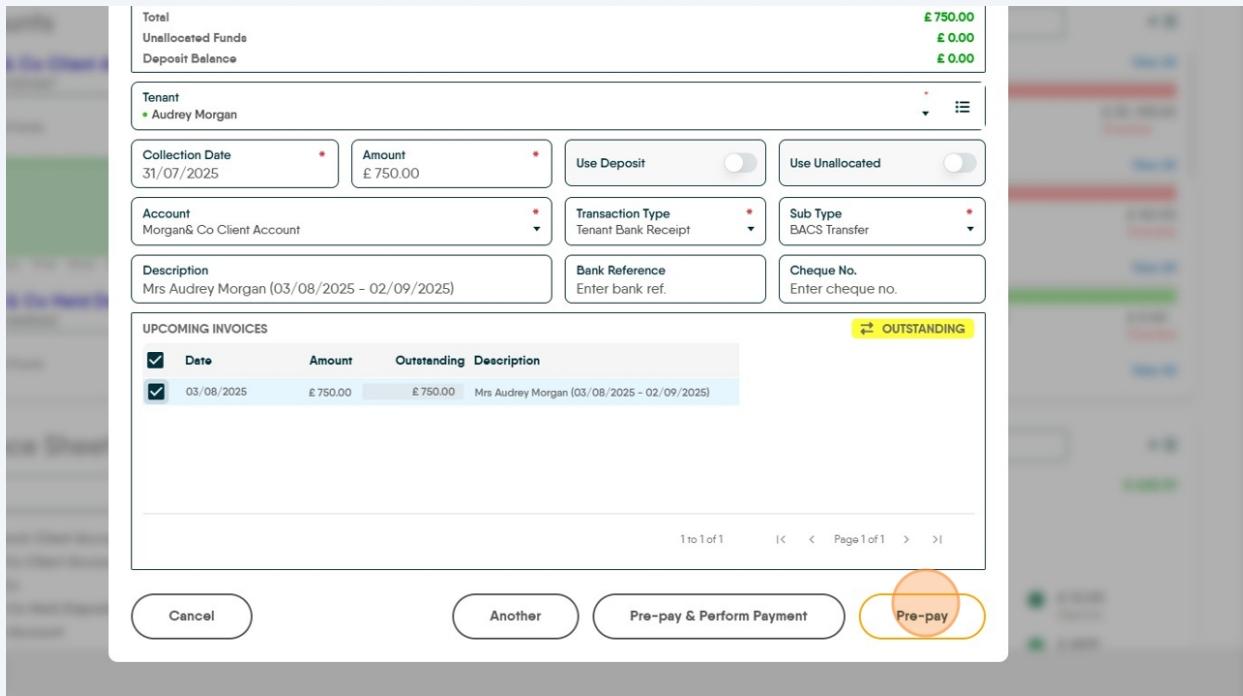
Alert! Be aware of any legal changes that may restrict the pre payment of rents and work in accordance with those laws and legislations.

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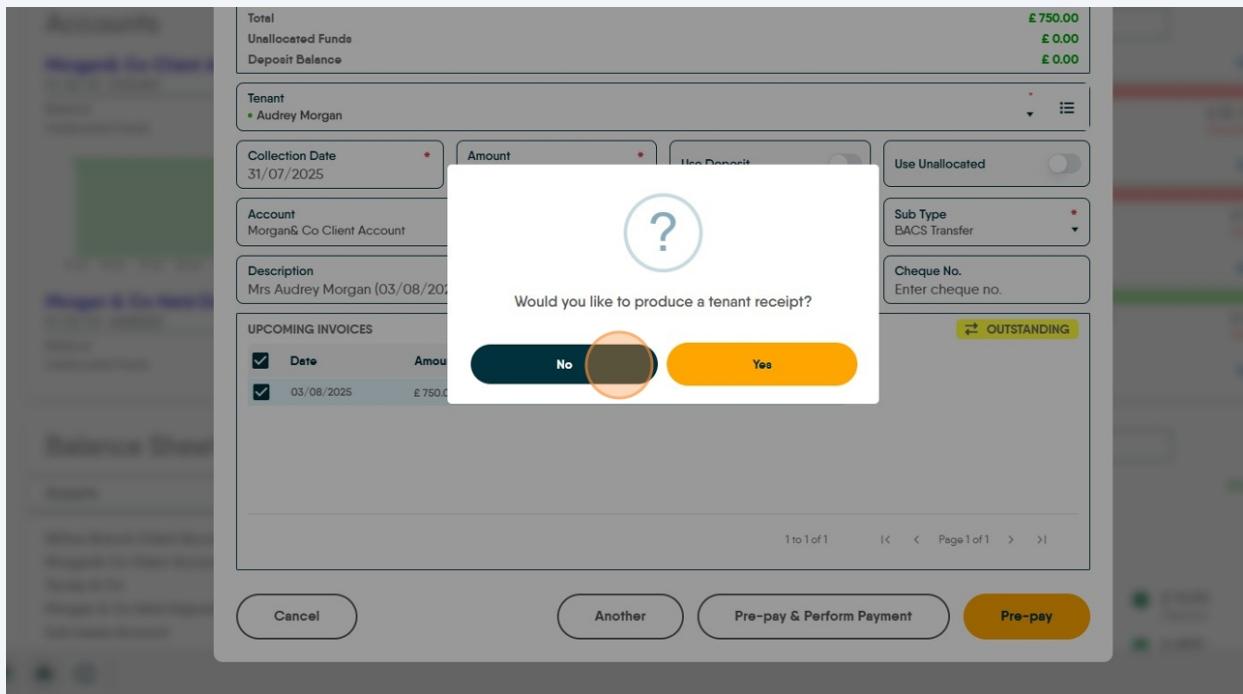
If there are multiple payments to pay, select those you are paying.

Date	Amount	Outstanding	Description
03/08/2025	£1,200.00	£1,200.00	Mrs Lona Martin (03/08/2025 - 02/09/2025)
05/09/2025	£1,200.00	£1,200.00	Mrs Lona Martin (03/09/2025 - 02/10/2025)
03/10/2025	£1,200.00	£1,200.00	Mrs Lona Martin (03/10/2025 - 02/11/2025)
03/11/2025	£1,200.00	£1,200.00	Mrs Lona Martin (03/11/2025 - 02/12/2025)
03/12/2025	£1,200.00	£1,200.00	Mrs Lona Martin (03/12/2025 - 02/01/2026)

13 Click "Pre-pay"



14 Click "Yes or No" yes will create an invoice that can be printed or emailed to your tenant.



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These invoices will be paid and the money made available to be paid to the Landlord at that point. This is the same if a tenant pays 1 month in advance by a couple of days or many months in advance.