

Updating Lettings Property Price and Marketing Details



This guide offers essential instructions for efficiently updating property pricing and marketing details, ensuring that lettings properties are accurately represented. By following the steps, users can set and modify prices in multiple locations, add supporting notes, and manage rental information effectively. This resource is particularly beneficial for real estate professionals seeking to streamline their marketing efforts and maintain accurate financial records.

Adding Lettings Property Pricing

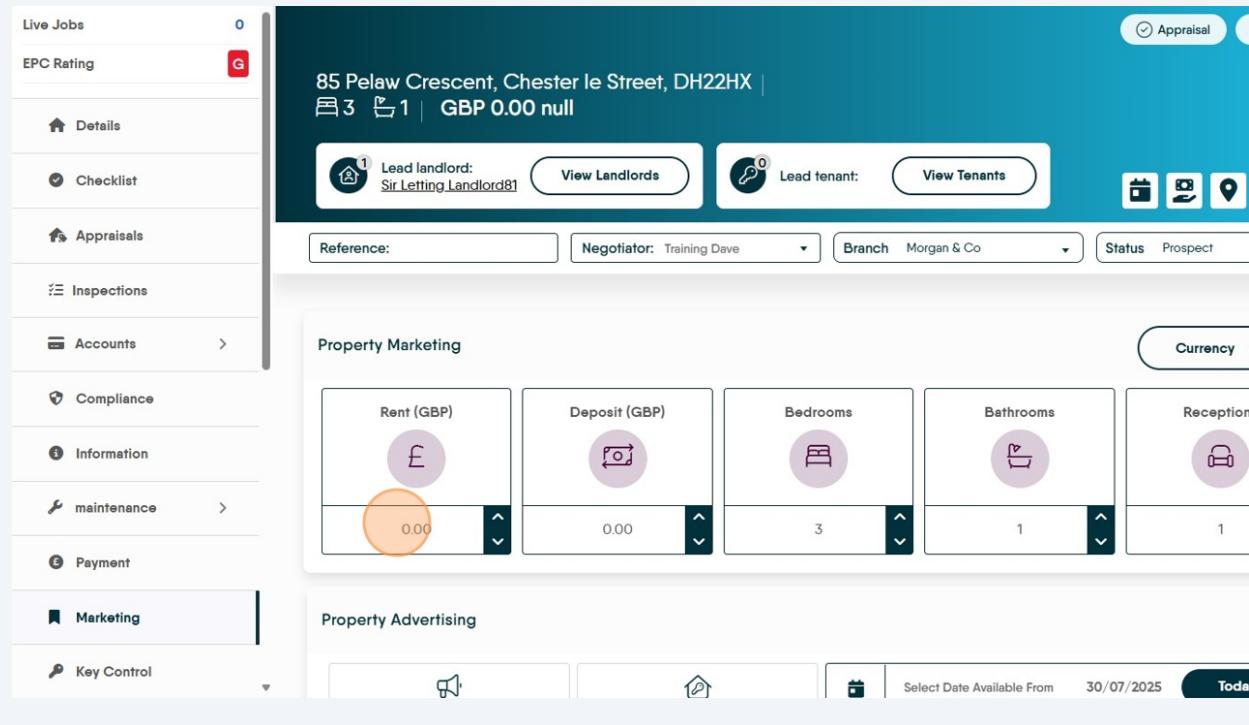
1 Click "Marketing"

The screenshot shows the software interface for managing property details. On the left, a sidebar lists various modules: Live Jobs (0), EPC Rating (G), Details, Checklist, Appraisals, Inspections, Accounts, Compliance, Information, maintenance, Payment, Marketing (highlighted with a red circle), and Key Control. The main area is titled 'Property Information' and shows a placeholder for a property image with the text 'No pictures available' and a 'Start' button. Below this is a 'COMMERCIAL' section with a 'Commercial Unit' toggle switch. Underneath are three VAT options: 'Exempt' (Rent amount is exempt from VAT), 'Inclusive' (selected, Rent amount is inclusive of VAT), and 'Exclusive' (Rent amount is exclusive of VAT). To the right, there are sections for 'Property Information' (Fully managed, Rent collect, Let only), and various fees: Management Fee (£0), Upfront Letting Fee (£0), Regular Letting Fee (£0), Authorised Expense Amount (£0.00), Estimated Rental Value (£0.00), and Agreement Name. At the bottom, there is a note about 'Scheduled Management Fee'.



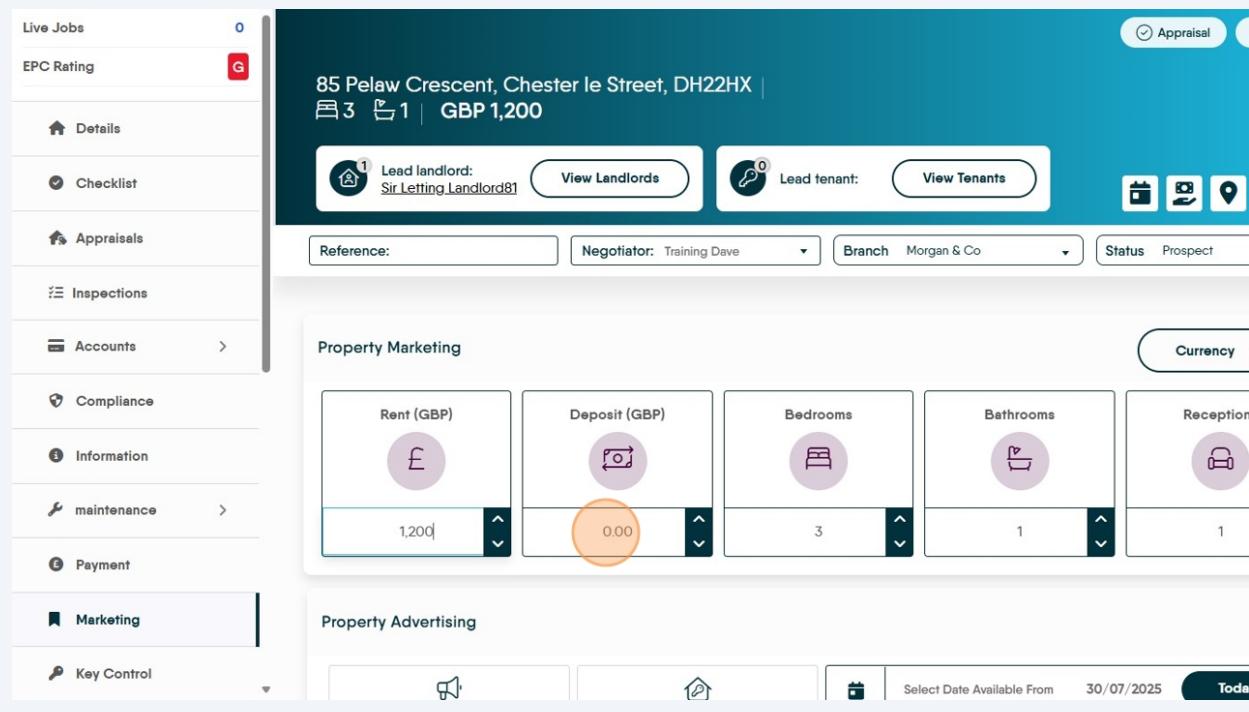
Tip! It is important to set both these prices as the CRM will pull the figures from here when creating deposit and rent invoices.

2 Click into the Rent box and add the rental amount, either using the up/down arrows or overtype.



The screenshot shows the software's main interface for a property at 85 Pelaw Crescent, Chester le Street, DH22HX. The 'Property Marketing' section is visible, featuring five input fields: Rent (GBP), Deposit (GBP), Bedrooms, Bathrooms, and Reception. The 'Rent (GBP)' field is highlighted with an orange circle, indicating it is selected for editing. The current value is '0.00'. The 'Deposit (GBP)' field is also highlighted with an orange circle, showing '0.00'. The 'Bedrooms' field shows '3', 'Bathrooms' shows '1', and 'Reception' shows '1'. The software's sidebar on the left includes sections for Live Jobs, EPC Rating, Details, Checklist, Appraisals, Inspections, Accounts, Compliance, Information, maintenance, Payment, Marketing, and Key Control.

3 Click into Deposit and set the deposit amount.



The screenshot shows the software's main interface for the same property. The 'Property Marketing' section is visible, with the 'Deposit (GBP)' field highlighted by an orange circle. The current value is '0.00'. The 'Rent (GBP)' field shows '1,200'. The 'Bedrooms' field shows '3', 'Bathrooms' shows '1', and 'Reception' shows '1'. The software's sidebar on the left includes sections for Live Jobs, EPC Rating, Details, Checklist, Appraisals, Inspections, Accounts, Compliance, Information, maintenance, Payment, Marketing, and Key Control.

4

If not set, it is a good idea to set the Bedrooms/Bathrooms/Receptions information.

85 Pelaw Crescent, Chester le Street, DH22HX | 3 1 | GBP 1,200

Lead landlord: Sir Letting Landlord81 | Lead tenant: | Reference: | Negotiator: Training Dave | Branch: Morgan & Co | Status: Prospect | Appraisal | Warning |

Property Marketing | Currency: GBP

Rent (GBP)	Deposit (GBP)	Bedrooms	Bathrooms	Receptions
£ 1,200	£ 1,200	3	1	1

Property Advertising | Select Date Available From: 30/07/2025 | Today |

85 Pelaw Crescent, Chester le Street, DH22HX | 3 1 | GBP 1,200

Lead landlord: Sir Letting Landlord81 | Lead tenant: | Reference: | Negotiator: Training Dave | Branch: Morgan & Co | Status: Prospect | Appraisal | Warning |

Property Marketing | Currency: GBP

Rent (GBP)	Deposit (GBP)	Bedrooms	Bathrooms	Receptions
£ 1,200	£ 1,200	3	1	1

Property Advertising | Select Date Available From: 30/07/2025 | Today |

85 Pelaw Crescent, Chester le Street, DH22HX |
3 | GBP 1,200

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

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

Property Marketing

Currency: GBP

Rent (GBP): £ 1,200

Deposit (GBP): £ 1,200

Bedrooms: 3

Bathrooms: 1

Receptions: 1

Property Advertising

Select Date Available From: 30/07/2025 | Today

5 Click here to save.

85 Pelaw Crescent, Chester le Street, DH22HX |
3 | GBP 1,200

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

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

Property Marketing

Currency: GBP

Rent (GBP): £ 1,200

Deposit (GBP): £ 1,200

Bedrooms: 3

Bathrooms: 1

Receptions: 1

Property Advertising

Select Date Available From: 30/07/2025 | Today

Save Change

6 If you want to show the rent period with the price, click here and select the appropriate option from the drop down menu.

Live Jobs 0

EPC Rating G

Details

Checklist

Appraisals

Inspections

Accounts >

Compliance

Information

maintenance >

Payment

Marketing

Key Control

Property Advertising

Advertise ? Check this if this Property is Available for Advertising.

New build ? Check this if this Property is a new Build.

Select Date Available From 30/07/2025 Today

Board Status No Board

Let Type Please select a let type

Advertising Address

Advertising Status Not Advertised

Advertising Url

Virtual Tour Url 1

Virtual Tour Url 2

Premium Listing Please select a premium listing

Pets ? Check this if this Property accepts Pets.

Smokers ? Check this if this Property accepts Smokers.

Tenancy Info

Matching Property

Lease Period Monthly

Min Lease Months 0

Max Lease Months 0

Property Type Semi-Detached House

Property Type Zoopla Terraced

7 Click here to save

0

G

Property Advertising

Advertise ? Check this if this Property is Available for Advertising.

New build ? Check this if this Property is a new Build.

Select Date Available From 30/07/2025 Today

Board Status No Board

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Advertising Address

Advertising Status Not Advertised

Advertising Url

Virtual Tour Url 1

Virtual Tour Url 2

Premium Listing Please select a premium listing

Pets ? Check this if this Property accepts Pets.

Smokers ? Check this if this Property accepts Smokers.

Tenancy Info

Matching Property

Lease Period Monthly

Min Lease Months 0

Max Lease Months 0

Property Type Semi-Detached House

Property Type Zoopla Terraced

Save Changes

8

Once the page is refreshed the pricing will look like this.

85 Pelaw Crescent, Chester le Street, DH2 2HX |
3 1 | GBP 1200.00 pcm

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

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

Rent (GBP)	Deposit (GBP)	Bedrooms	Bathrooms	Reception
£ 1,200.00	£ 1,200.00	3	1	1