

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"

Live Jobs 0

EPC Rating G

Details

Checklist

Appraisals

Inspections

Accounts >

Compliance

Information

maintenance >

Payment

Marketing

Key Control

No pictures available

Please click the button to add

Start

Postcode
DH22HX

Property Information

Fully managed ✓
This property is fully managed by us

Rent collect
We collect rent for this property

Let only
We only let property

Management Fee
£ 0

Upfront Letting Fee
£ 0

Regular Letting Fee
£ 0

Authorised Expense Amount
£ 0.00

Estimated Rental Value
£ 0.00

Agreement Name

Scheduled Management Fee ⓘ

COMMERCIAL

Commercial Unit

Exempt
Rent amount is exempt from VAT

Inclusive ✓
Rent amount is inclusive of VAT

Exclusive
Rent amount is exclusive of VAT



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 overtyping.

The screenshot shows a property management software interface. On the left is a sidebar with navigation options: Live Jobs, EPC Rating, Details, Checklist, Appraisals, Inspections, Accounts, Compliance, Information, Maintenance, Payment, Marketing, and Key Control. The main area displays property details for '85 Pelaw Crescent, Chester le Street, DH22HX'. Below this, there are buttons for 'Lead landlord: Sir Letting.Landlord81' and 'Lead tenant:'. The 'Property Marketing' section contains five input fields: Rent (GBP), Deposit (GBP), Bedrooms, Bathrooms, and Reception. The 'Rent (GBP)' field is highlighted with an orange circle and shows '0.00'. The 'Deposit (GBP)' field shows '0.00'. The 'Bedrooms' field shows '3', 'Bathrooms' shows '1', and 'Reception' shows '1'. The 'Property Advertising' section is partially visible at the bottom.

3

Click into Deposit and set the deposit amount.

The screenshot shows the same property management software interface as before, but now the 'Deposit (GBP)' field in the 'Property Marketing' section is highlighted with an orange circle and shows '0.00'. The 'Rent (GBP)' field now shows '1,200'. The other fields remain the same: 'Bedrooms' is '3', 'Bathrooms' is '1', and 'Reception' is '1'. The 'Property Advertising' section is still visible at the bottom.

4

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

The screenshot displays a property management software interface. At the top, the property address is 85 Pelaw Crescent, Chester le Street, DH22HX, with 3 bedrooms and 1 bathroom, and a rent of GBP 1,200. Below this, there are buttons for 'View Landlords' and 'View Tenants'. The interface includes a 'Property Marketing' section with a 'Currency' dropdown set to 'GBP'. The 'Property Marketing' section contains five cards: 'Rent (GBP)' with a value of 1,200, 'Deposit (GBP)' with a value of 1,200, 'Bedrooms' with a value of 3, 'Bathrooms' with a value of 1, and 'Receptions' with a value of 1. The 'Bedrooms' card is highlighted with an orange circle. Below the 'Property Marketing' section is a 'Property Advertising' section with a 'Select Date Available From' dropdown set to '30/07/2025' and a 'Today' button. The interface also includes a 'Reference' field, a 'Negotiator' dropdown set to 'Training Dave', a 'Branch' dropdown set to 'Morgan & Co', and a 'Status' dropdown set to 'Prospect'.

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

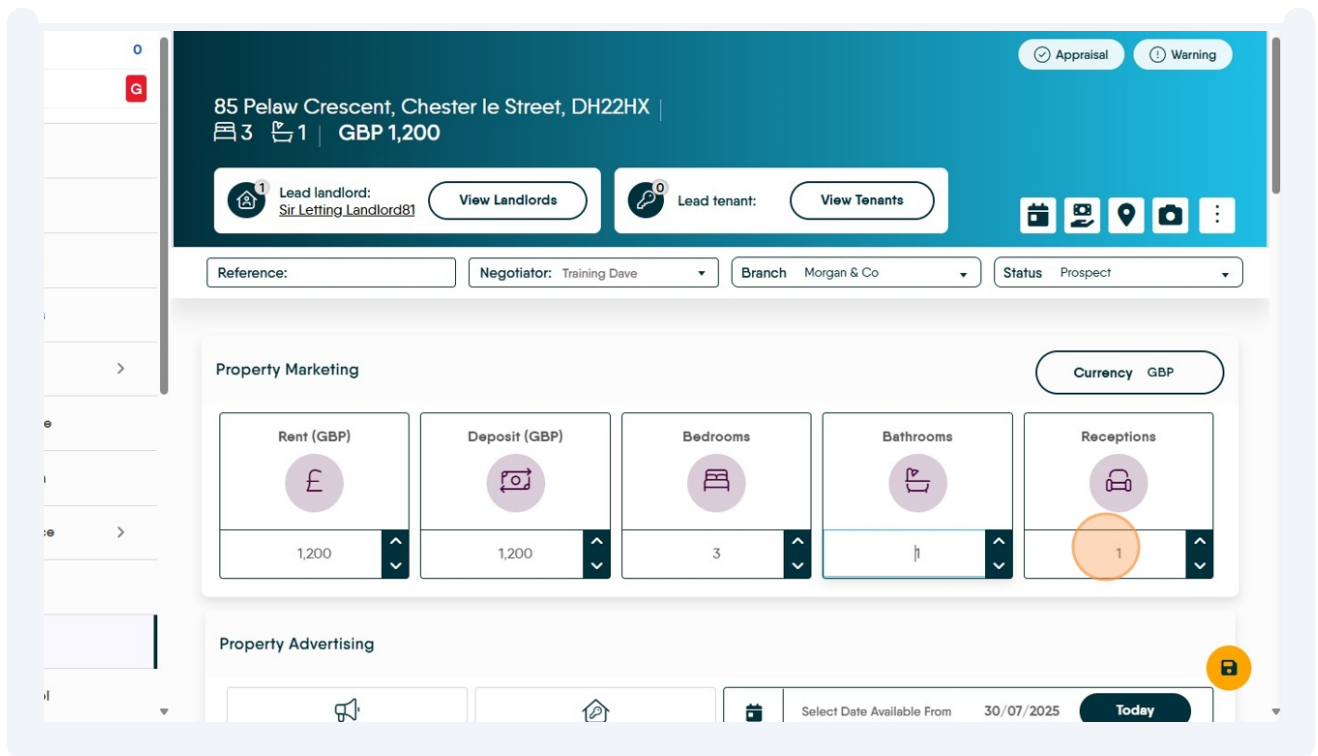
Lead landlord: Sir Letting Landlord81 View Landlords Lead tenant: View Tenants

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

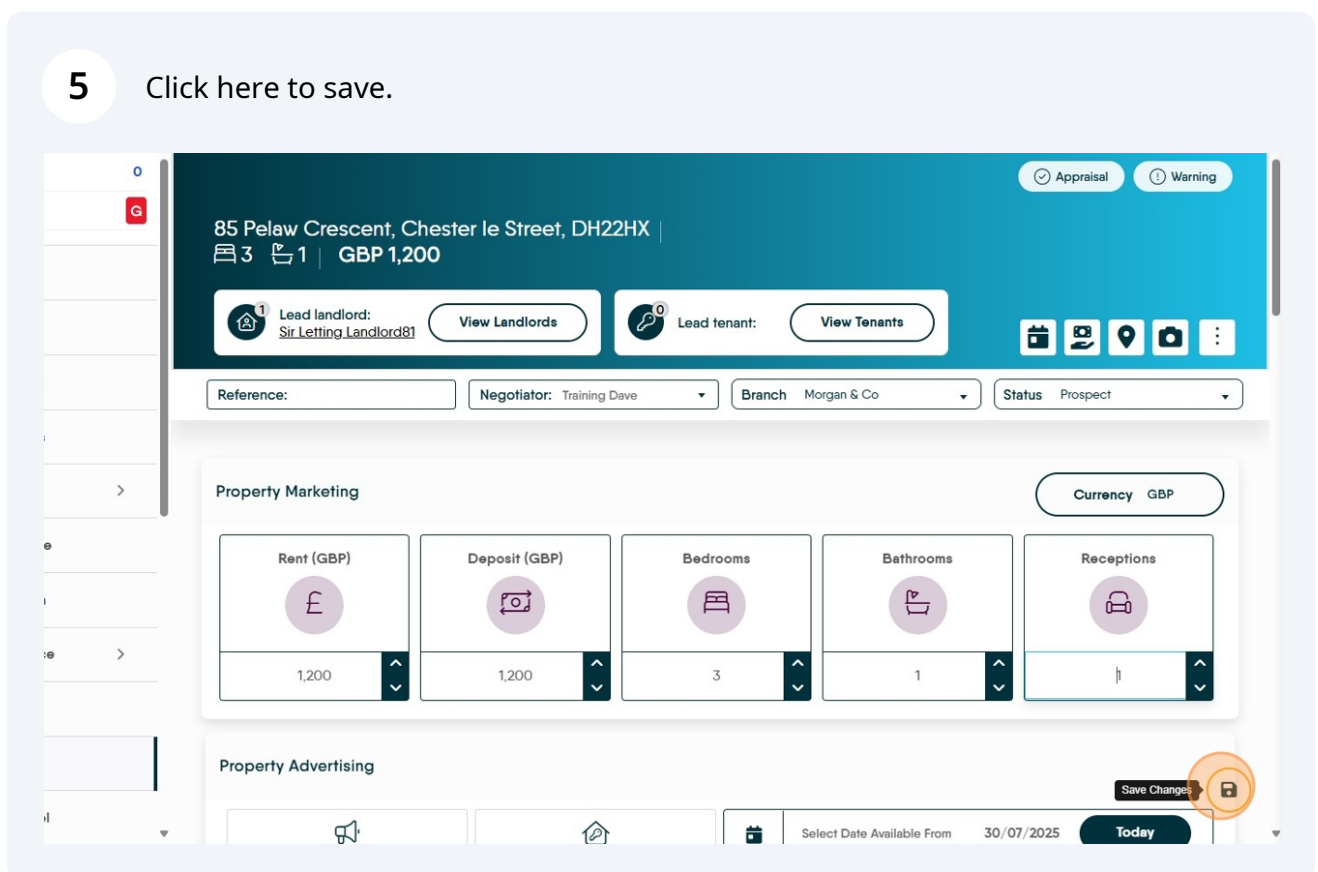
Property Marketing Currency: GBP

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

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



5 Click here to save.



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.

Advertising Address

Virtual Tour Url 1

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

Advertising Status
Not Advertised

Virtual Tour Url 2

Board Status
No Board

Let Type
Please select a let type

Premium Listing
Please select a premium listing

Tenancy Info

Pets ?
Check this if this Property accepts Pets.

Smokers ?
Check this if this Property accepts Smokers.

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.

Advertising Address

Virtual Tour Url 1

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

Advertising Status
Not Advertised

Virtual Tour Url 2

Board Status
No Board

Let Type
Please select a let type

Premium Listing
Please select a premium listing

Tenancy Info

Pets ?
Check this if this Property accepts Pets.

Smokers ?
Check this if this Property accepts Smokers.

Matching Property

Lease Period
Monthly

Min Lease Months
0

Max Lease Months
0

Property Type
Semi-Detached House

Property Type Zoopla
Terraced

8

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

The screenshot shows the 'iamproperty' CRM interface. The top navigation bar includes 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting', and 'Communications'. The left sidebar lists various modules: Live Jobs, EPC Rating, Details, Checklist, Appraisals, Inspections, Accounts, Compliance, Information, and Maintenance. The main content area displays the property details for '85 Pelaw Crescent, Chester le Street, DH2 2HX'. The price is listed as 'GBP 1200.00 pcm'. Below the address, there are buttons for 'Lead landlord: Sir Letting Landlord81' and 'Lead tenant:'. The 'Property Marketing' section shows a table with the following data:

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