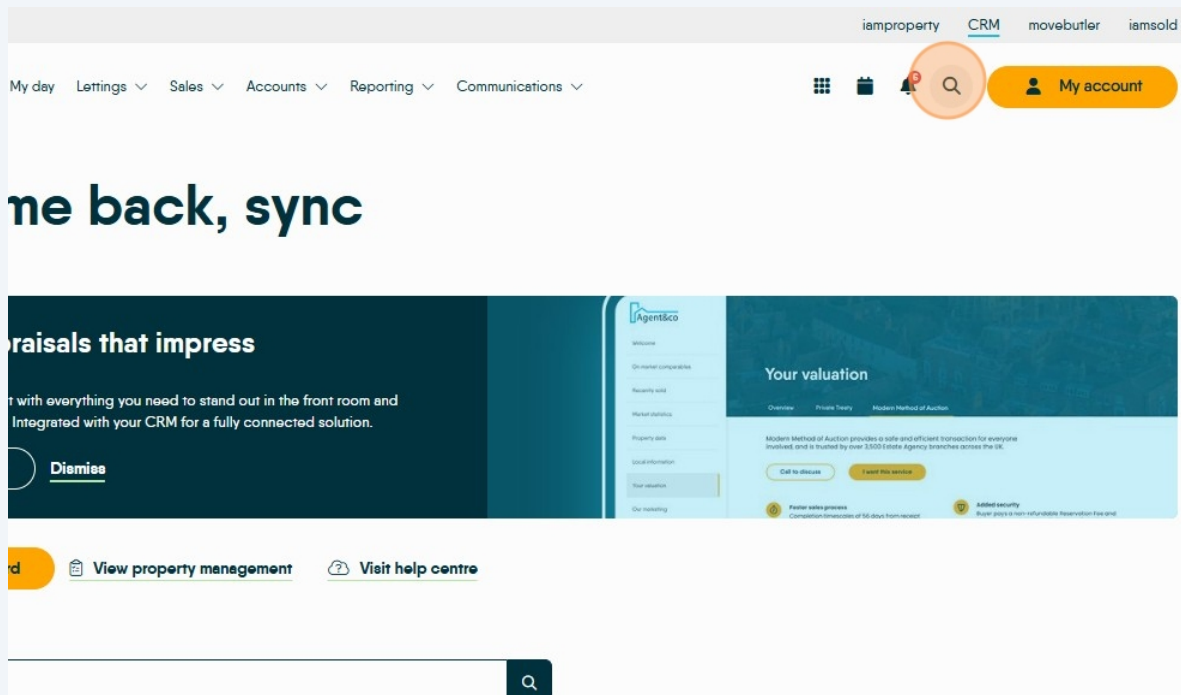


# Changing a Tenancy to Periodic



This guide provides a straightforward process for changing a tenancy to a periodic arrangement, ensuring you can manage rental agreements efficiently.

## 1 Search for the tenant's name



## 2 Click "View Tenancy"

SHOW ARCHIVED IN RESULTS ☐

Market Appraisals that express

Stephen Toast  
st@vtuk.com

Foulslough Toppefield Road, Finchfield, CM7 4NY  
Braintree, Essex

View Tenancy

Stephen Toast  
st@vtuk.com

Foulslough Toppefield Road, Finchfield, CM7 4NY  
Braintree, Essex

Starts: 02/05/2023  
Ends: 09/09/2024  
Next payment due: 10/09/2025

View Tenant

1 to 2 of 2

Portfolios

My Tenants

Status	Name	Property	Check date
On Hold/Blocked	10	10	10/05/2024

## 3 Under the Tenancy Details tab, click the Lease Period dropdown

Total Rent £1200.00

Total Deposit £1500.00

Status Live

- Details
- Tenants
- Checklist
- Renewals Checklist
- Compliance
- Rent Insurance
- Information
- Documents
- Journal
- E-Sign

Tenancy Dates

Tenancy Start 02/05/2023	Tenancy End 09/09/2024	Renewal Start 02/05/2023	Vacating Date 01/05/2024	17,
-----------------------------	---------------------------	-----------------------------	-----------------------------	-----

Tenancy Details

Lease Period 12 Month Shorthold

Relocation Agent

Agreement Name Stephen Toast

Agreement Signed ☐

Follow Up ☐

Follow Up Date 01/05/2024

Notes

Enter your notes...

General Information

With Effect Break 01/05/2024

Notice Date 01/05/2024

Break Clause

Enter your notes...

Notice Notes

Enter your notes...

#### 4 Click "Periodic"

Total Deposit £1500.00  
Status Live

- Details
- Tenants
- Checklist
- Renewals Checklist
- Compliance
- Rent Insurance
- Information
- Documents
- Journal
- E-Sign
- Audit

Tenancy Start	Tenancy End	Renewal Start	Vacating Date	
02/05/2023	09/09/2024	02/05/2023	01/05/2024	17,

#### Tenancy Details

Lease Period  
12 Month Shorthold

Relocation Agent

Follow Up

Enter your notes...

#### General Information

With Effect Break  
01/05/2024

Notice Date  
01/05/2024

Break Clause

Enter your notes...

Notice Notes

Enter your notes...

#### 5 Make sure to Save changes made.

live

Foulslough Toppesfield Road, Finchingfield, Braintree

Reference Negotiator Ian Johnson Branch Doms Branch Status Current

#### Tenancy Dates

Tenancy Start	Tenancy End	Renewal Start	Vacating Date	Visit Next Due
02/05/2023	09/09/2024	02/05/2023	01/05/2024	17/05/2023 08:39

#### Tenancy Details

Lease Period  
Periodic

Relocation Agent

Agreement Name  
Stephen Toast

Agreement Signed Follow Up

#### General Information

With Effect Break  
01/05/2024

Notice Date  
01/05/2024

Break Clause

Enter your notes...

Save Changes