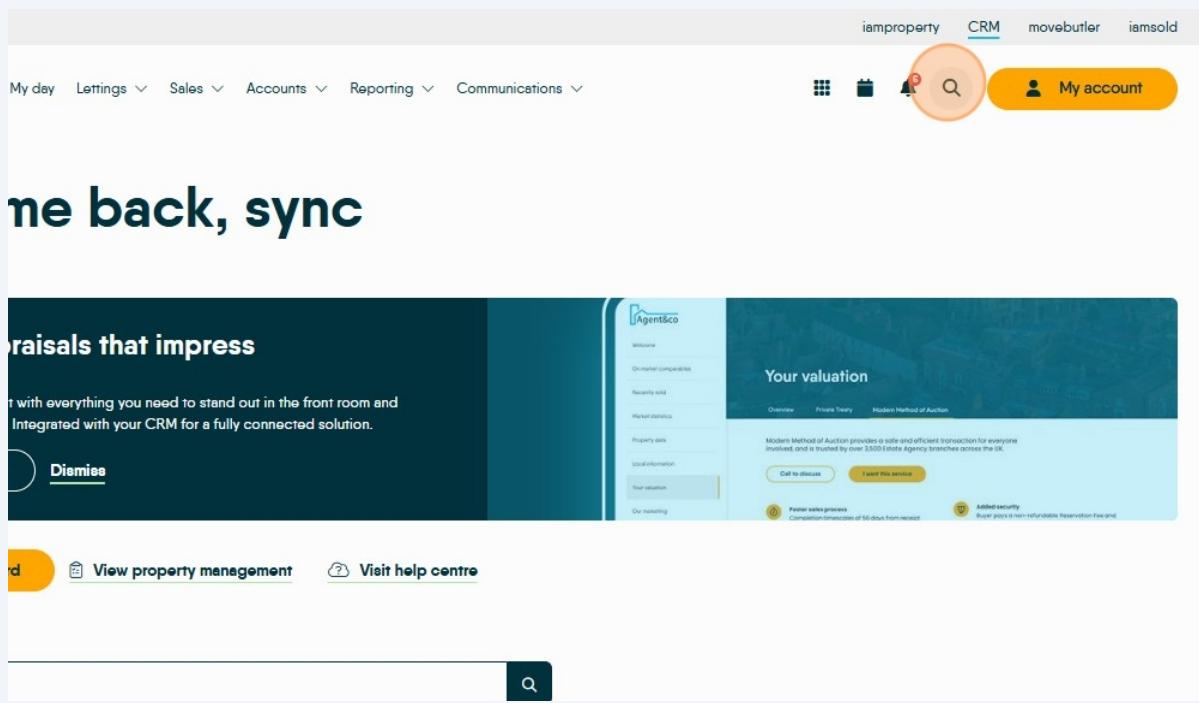


# Changing a Tenancy to Periodic



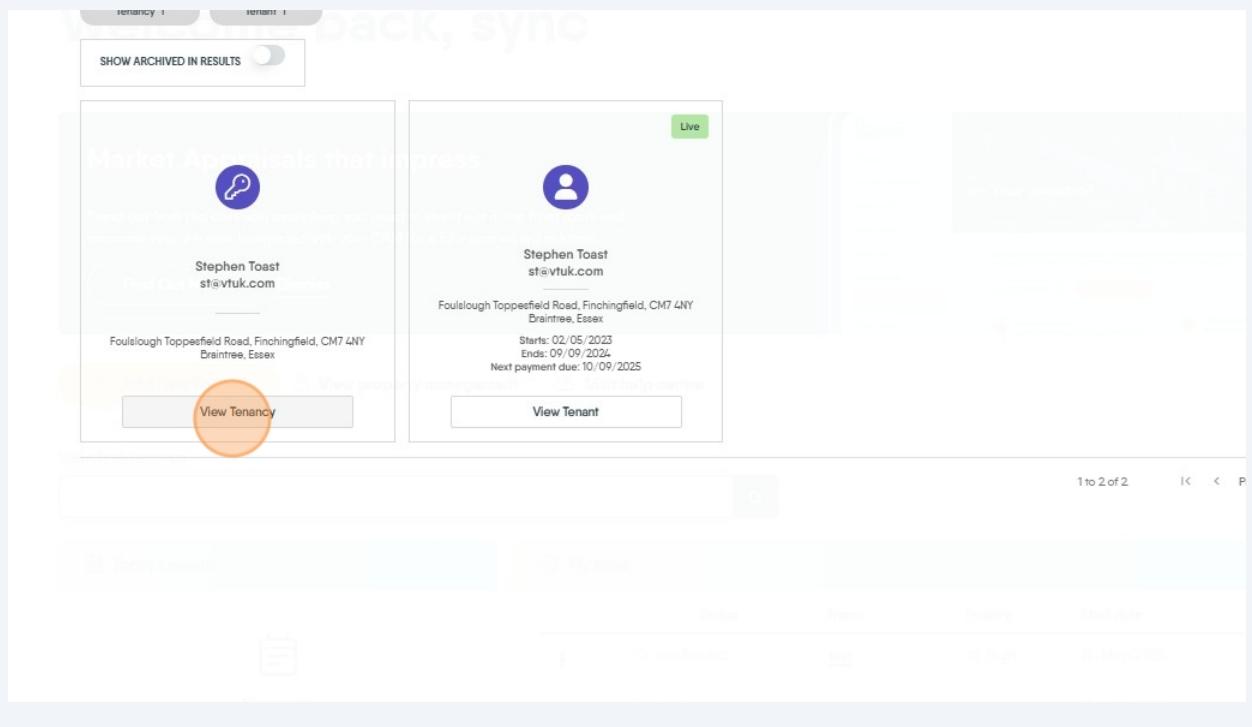
This guide provides a straightforward process for changing a tenancy to a periodic arrangement, ensuring you can manage rental agreements efficiently.

## 1 Search for the tenant's name

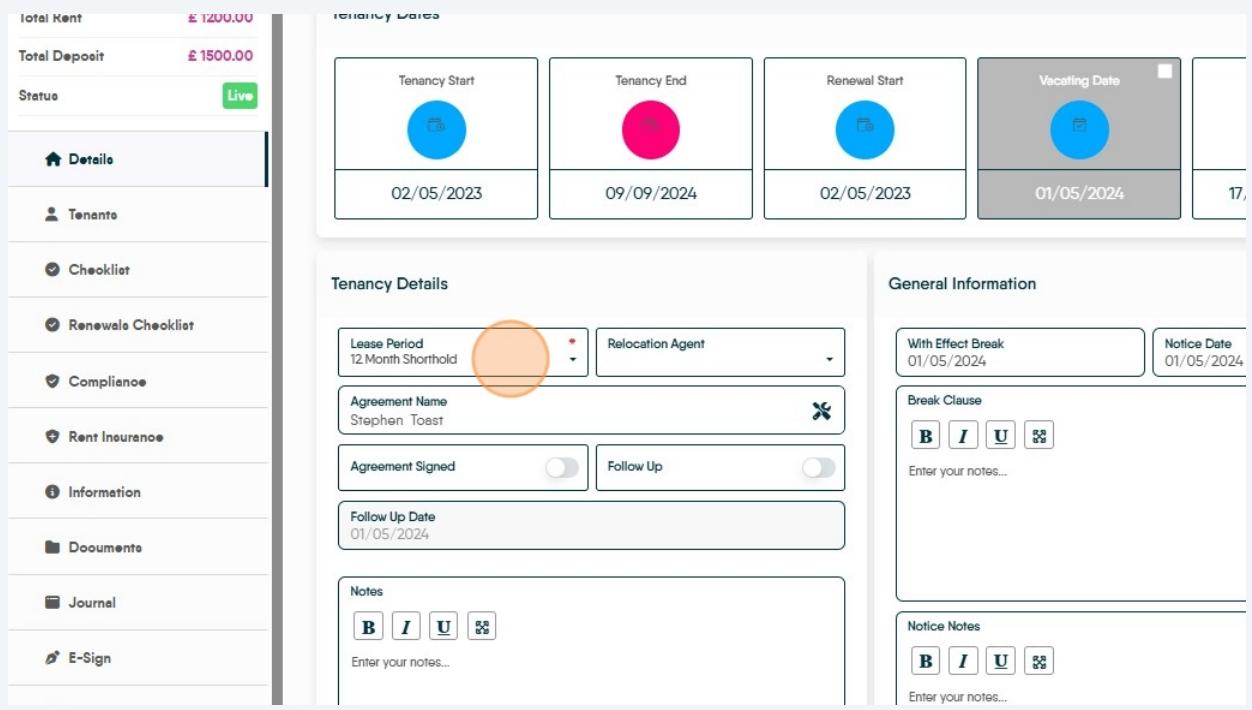


The screenshot shows the iam property CRM interface. At the top, there is a navigation bar with links: 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting', and 'Communications'. To the right of these are icons for 'grid', 'calendar', 'bell', and a magnifying glass, all within a light blue rounded rectangle. Next to the magnifying glass is a red circular badge with the number '1'. To the right of the icons is a 'My account' button. Below the navigation bar, the main content area has a dark header with the text 'Search back, sync' in white. The main content area is divided into two sections: 'Appraisals that impress' on the left and 'Your valuation' on the right. The 'Your valuation' section includes a 'Call to discuss' button and a 'I want this service' button. At the bottom of the main content area, there are two buttons: 'View property management' and 'Visit help centre', followed by a search bar with a magnifying glass icon.

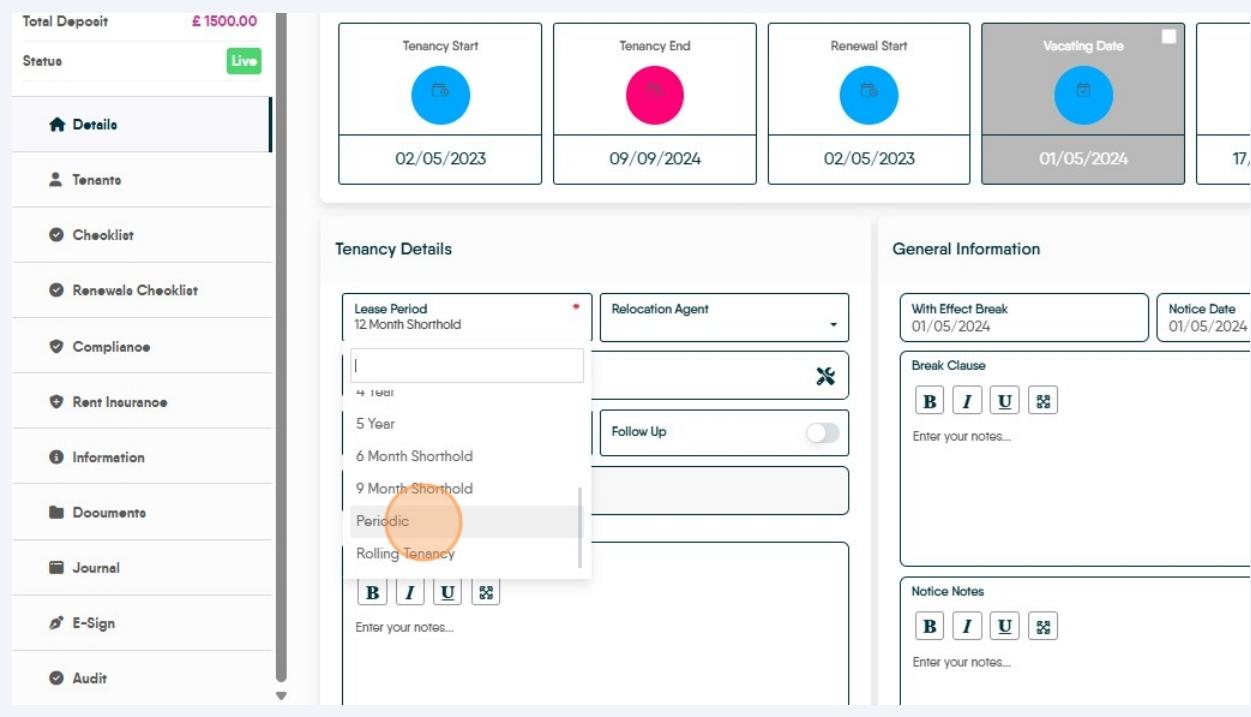
2 Click "View Tenancy"



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



#### 4 Click "Periodic"



**Tenancy Details**

Lease Period: **12 Month Shorthold** \* **Relocation Agent**

4 Year  
5 Year  
6 Month Shorthold  
9 Month Shorthold  
**Periodic** **Rolling Tenancy**

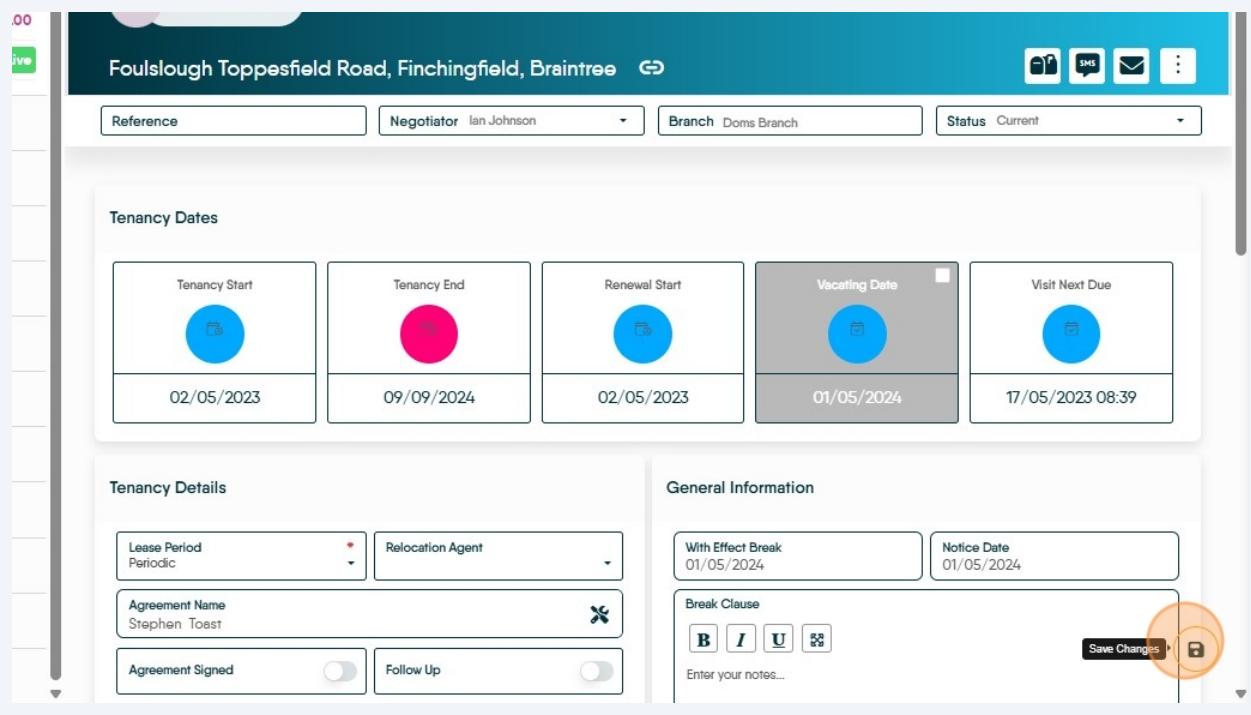
**General Information**

With Effect Break: 01/05/2024 **Notice Date**: 01/05/2024

**Break Clause**: **B** **I** **U** **XX**  
Enter your notes...

**Notice Notes**: **B** **I** **U** **XX**  
Enter your notes...

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



**Tenancy Dates**

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

**Tenancy Details**

Lease Period: **Periodic** \* **Relocation Agent**

Agreement Name: Stephen Toast **Follow Up**

**General Information**

With Effect Break: 01/05/2024 **Notice Date**: 01/05/2024

**Break Clause**: **B** **I** **U** **XX**  
Enter your notes...

**Save Changes** **Cancel**