

Re-activating a Tenancy



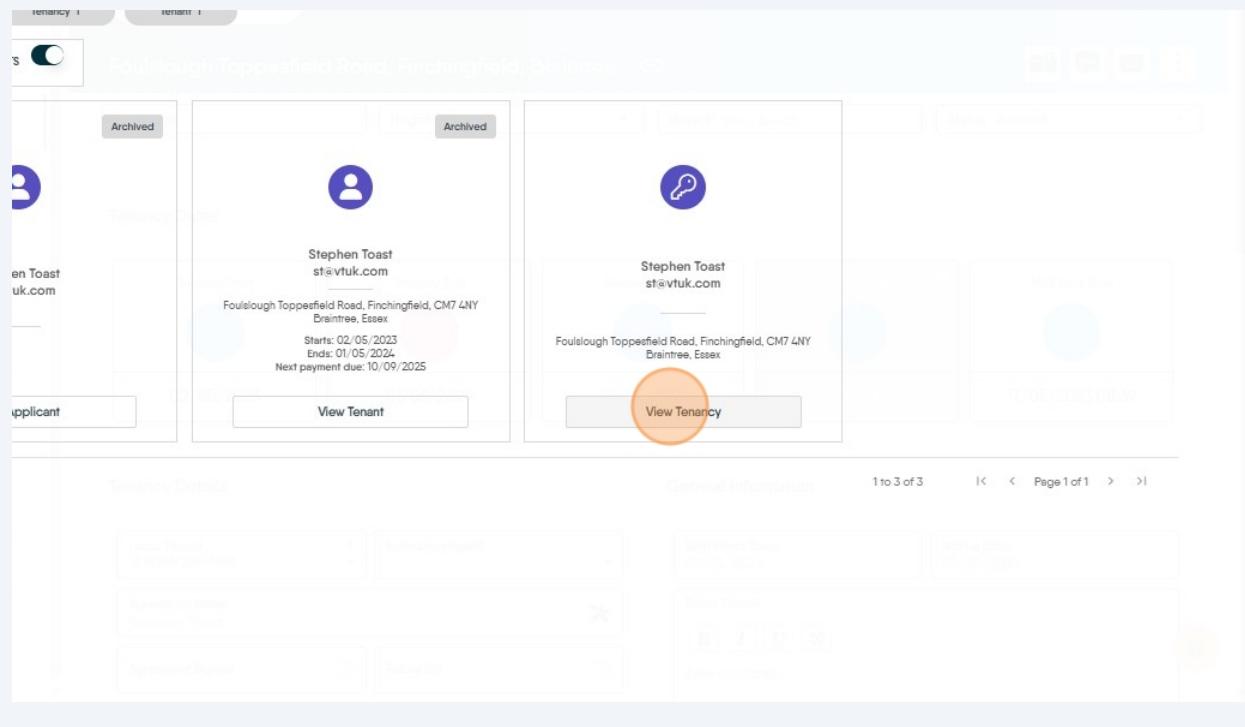
This guide provides a straightforward process for reactivating a tenancy in the CRM, ensuring one terminated in error does not need to be rebuilt.

- 1 In global search, look for the tenancy using the tenant's name. You will have to turn on Show Archived for all results to show.

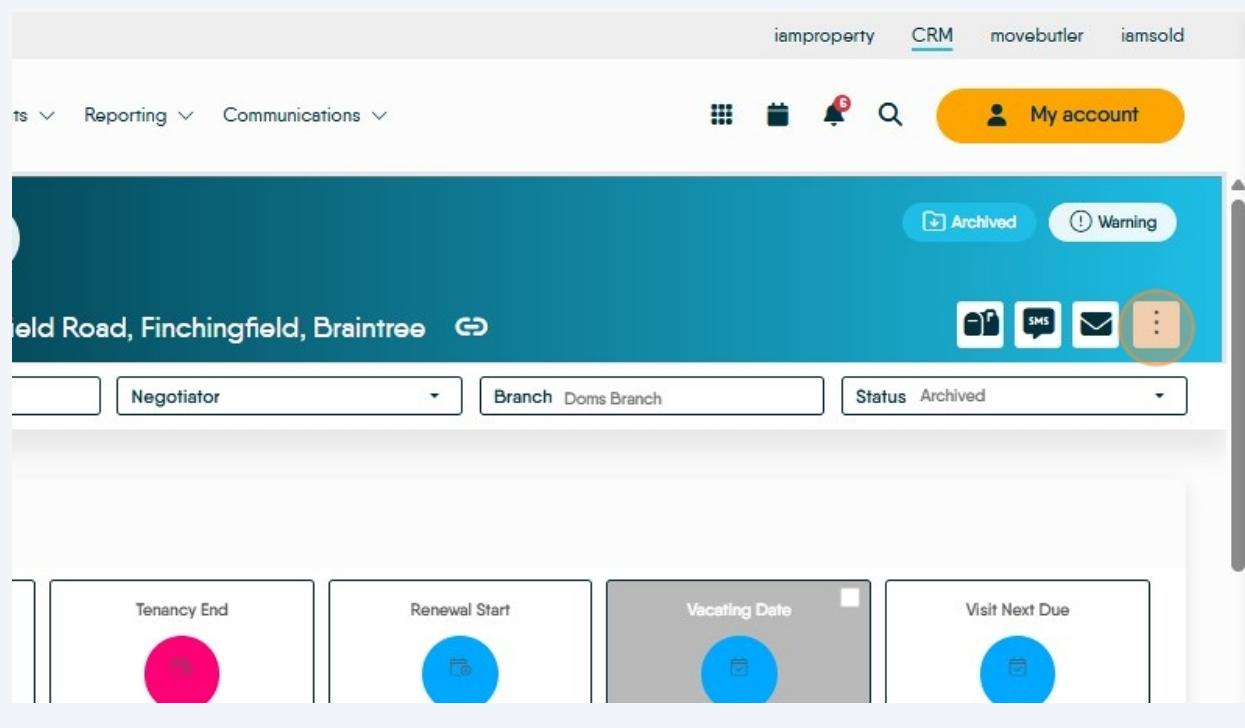
A screenshot of the iam property CRM interface. The search bar at the top contains the name "stephen toast". Below the search bar, there are two buttons: "Tenancy 1" and "SHOW ARCHIVED IN RESULTS". The "SHOW ARCHIVED IN RESULTS" button is highlighted with a red oval. The search results table shows one row for "Stephen Toast". The row contains a blue key icon, the name "Stephen Toast", the email "st@vtuk.com", and the address "Foulough Toppefield Reed, Finchingfield, CM7 4NY Braintree, Essex". A "View Tenancy" button is at the bottom of the row. The bottom of the screen shows navigation buttons for "Tenancy Details" and "Current Information".

1 to 1 of 1

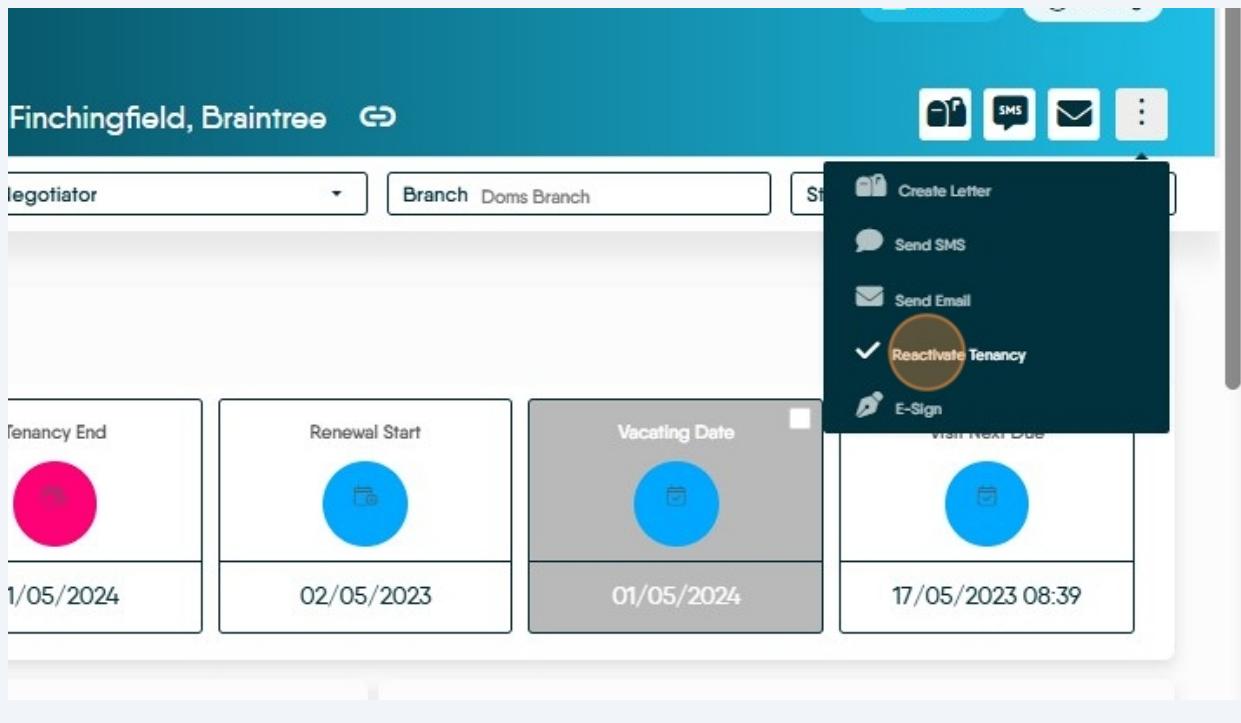
2 Click "View Tenancy"



3 Click here.



4 Click "Reactivate Tenancy"



5 Click "Reactivate"

