

Adding a Key Log Record to a Property



This guide provides a straightforward process for adding a key record to a property, ensuring that you can efficiently manage access and maintenance issues.

By following the steps outlined, you can easily document key details and any relevant notes, enhancing property management practices. It's an essential resource for anyone involved in property management, helping to streamline operations and improve communication regarding property access.



This process is the same in both Sales and Lettings properties. For more detailed information view [\[Managing Key Log Records in CRM\]](#)

1 Navigate to your Property record.

The screenshot shows the iam property software interface. The top navigation bar includes 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting', 'Communications', and 'My account'. The left sidebar has links for 'Details', 'Checklist', 'Appraisals', 'Inspections', 'Accounts', 'Compliance', 'Information', 'Maintenance', 'Payment', and 'Marketing'. The main content area displays a property image of a two-story brick building with a paved driveway. Below the image is a 'COMMERCIAL' section with a 'Commercial Unit' dropdown and three buttons: 'Exempt', 'Inclusive' (selected), and 'Exclusive'. To the right is a 'Property Information' section with fields for 'Management Fee' (10), 'Upfront Letting Fee' (£ 850), 'Regular Letting Fee' (£ 0), 'Authorised Expense Amount' (£ 0.00), 'Estimated Rental Value' (£ 0.00), and 'Agreement Name' (empty). A sidebar on the right shows a search bar with 'Postcode DH2 2HX' and a 'Property Information' summary with icons for 'Fully managed', 'Rent collect', and 'Let only'.

2 Click "Key Control"

Live Jobs 0

EPC Rating B

Details

Checklist

Appraisals

Inspections

Accounts >

Compliance

Information

maintenance >

Payment

Marketing

Key Control

Postcode DH2 2HX

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 £ 10

Upfront Letting Fee £ 850

Regular Letting Fee £ 0

Authorised Expense Amount £ 0.00

Estimated Rental Value £ 0.00

Agreement Name

Scheduled Management Fee ⓘ

3 Click "Add Key"

72555 Pelaw Crescent, Chester le Street, DH2 2HX |

3 Bed 1 Bath £ 1500.00 pcm

Available 1 Tenant

Lead landlord: Mr Lettings Landlor... View Landlords

Lead tenant: Lettings Applican... View Tenants

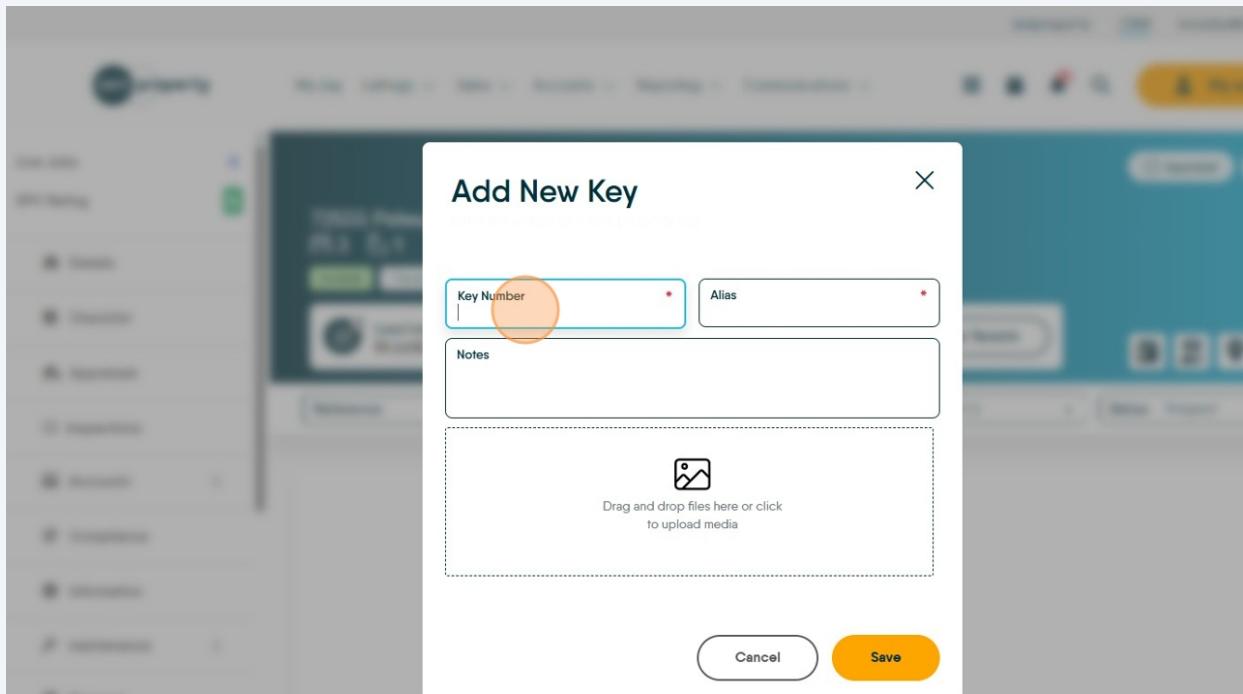
Reference: Negotiator: Training Dave Branch Morgan & Co Status Prospect

No keys available

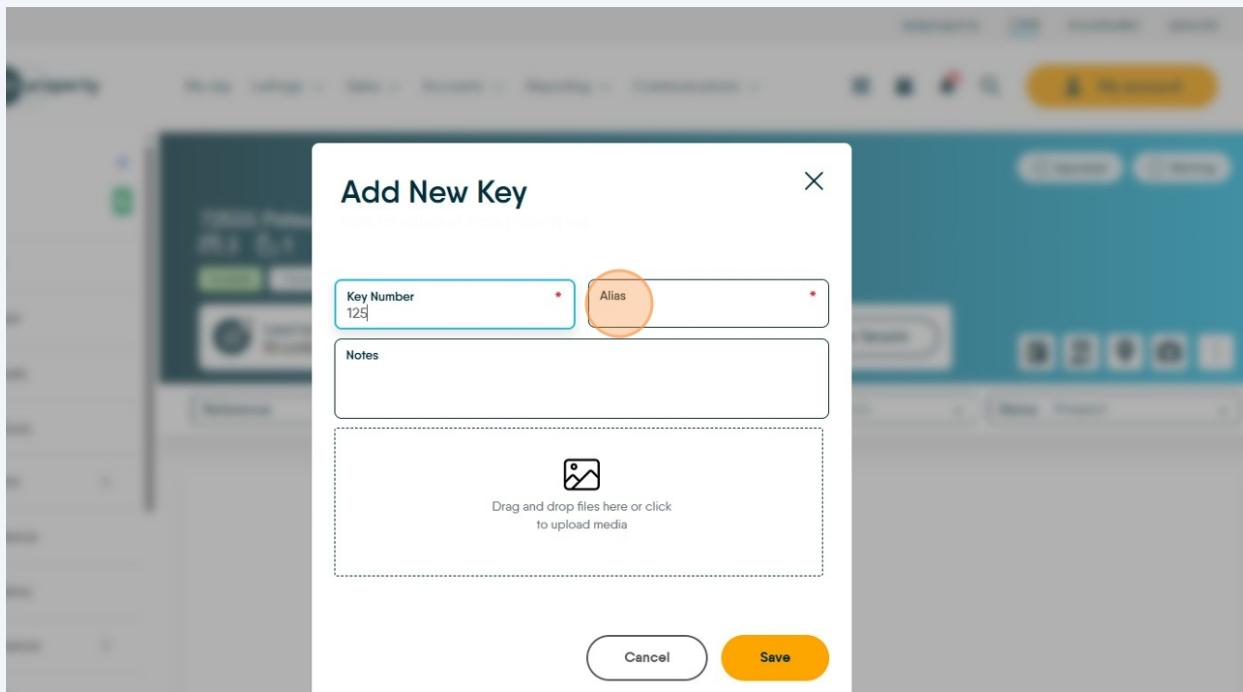
Please click the button to add

Add Key

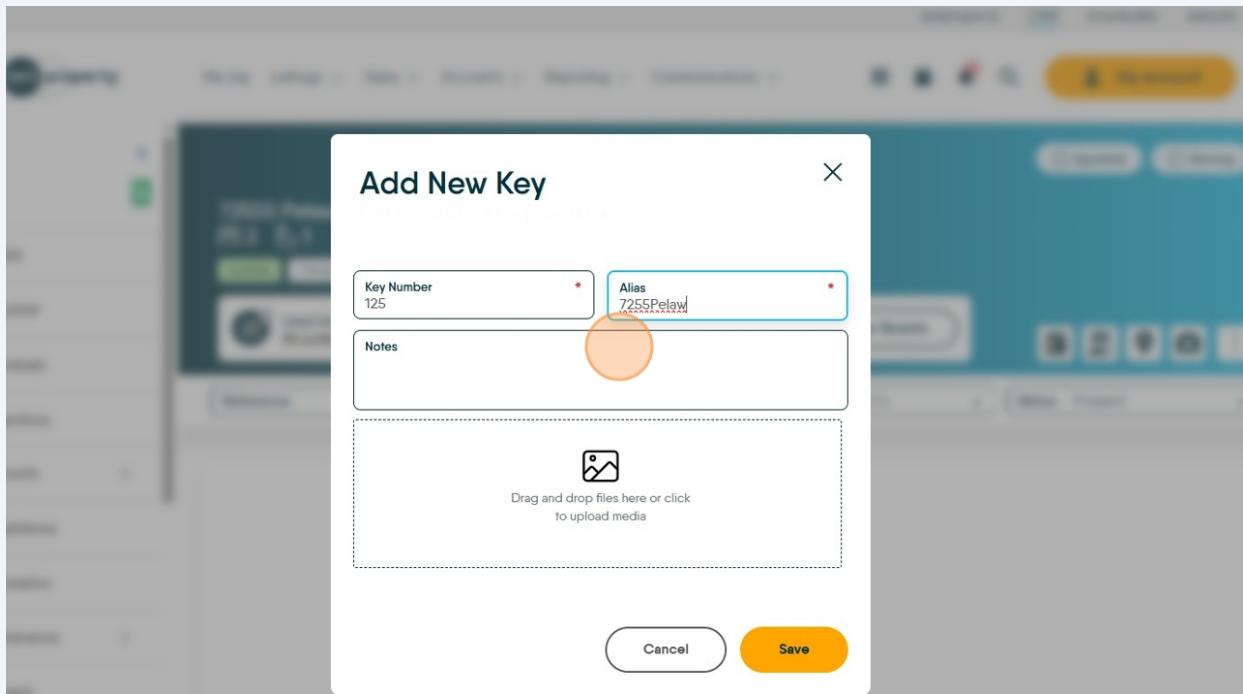
4 Click this text field and add a "Key Number"



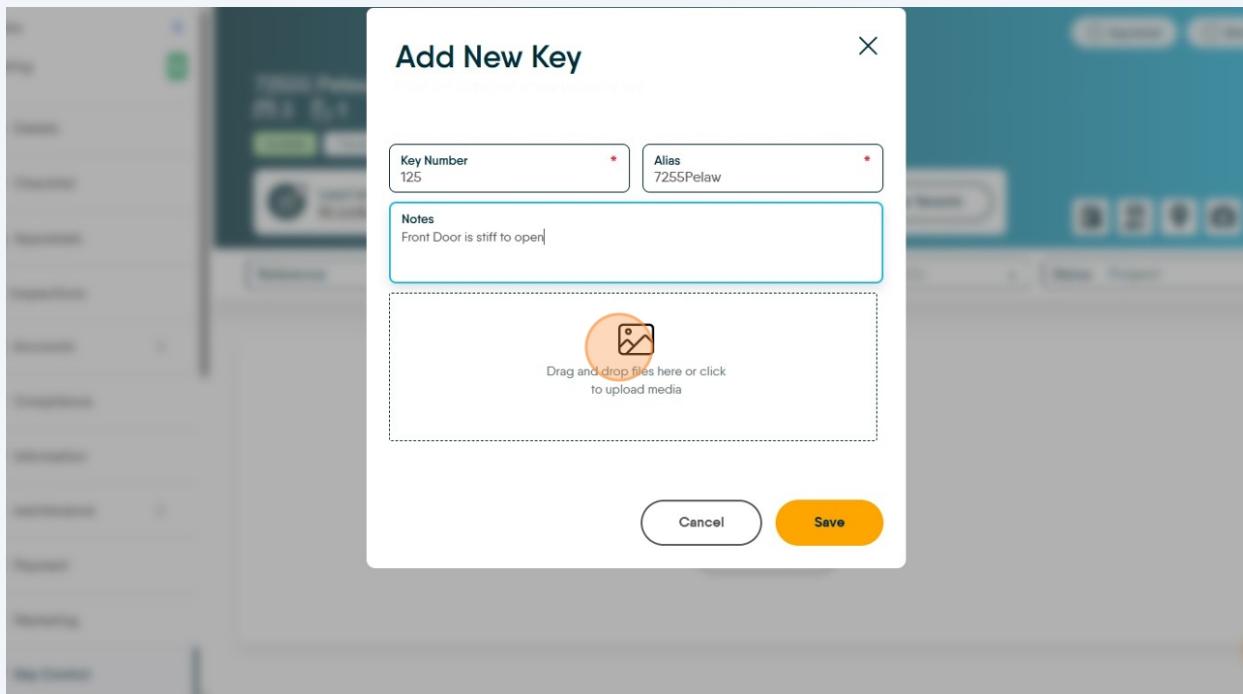
5 Click this text field add an 'Alias' (description) for the key



6 Click this field and add any '**Notes**' regarding the Keys, property etc.



7 Click "**Drag and drop files here or click to upload media**" to add a picture of the keys.



8

Click "**Save**"

