

# 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.

iam property

My day Lettings Sales Accounts Reporting Communications

My account

Details Checklist Appraisals Inspections Accounts Compliance Information maintenance Payment Marketing

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 this property

Management Fee

10

£

%

Upfront Letting Fee

£ 850

£

%

Regular Letting Fee

£ 0

£

%

Authorised Expense Amount

£ 0.00

Estimated Rental Value

£ 0.00

Agreement Name

COMMERCIAL

Commercial Unit

Exempt

Rent amount is

Inclusive

✓

Rent amount is

Exclusive

Rent amount is

1

## 2 Click "Key Control"

Live Jobs 0

EPC Rating B

Details

Checklist

Appraisals

Inspections

Accounts >

Compliance

Information

Maintenance >

Payment

Marketing

Key Control

72555 Pelaw Crescent, Chester le Street, 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 ⓘ

COMMERCIAL

Commercial Unit ☐

Exempt Rent amount is exempt from VAT

Inclusive ☒ Rent amount is inclusive of VAT

Exclusive Rent amount is exclusive of VAT

## 3 Click "Add Key"

72555 Pelaw Crescent, Chester le Street, DH2 2HX | £1500.00 pcm

Available 1 Tenant

Lead landlord: Mr Lettings Landlor... View Landlords

Lead tenant: Lettings Applicant... View Tenants

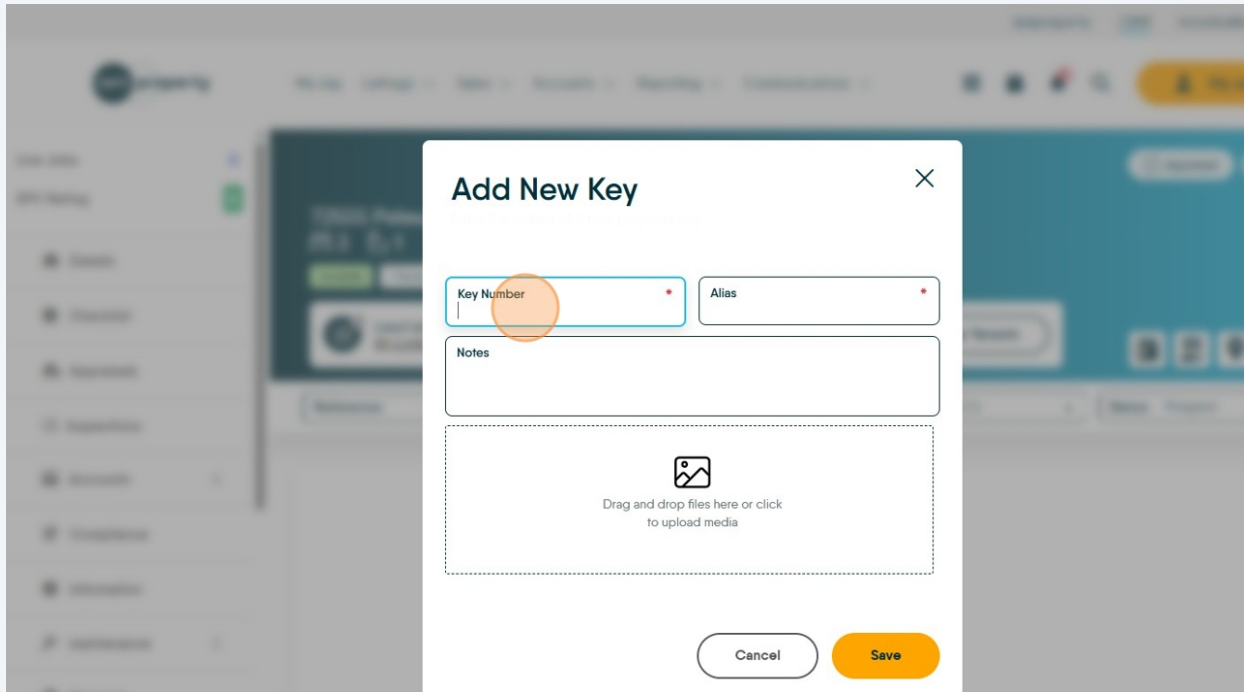
Reference: Negotiator: Training Dave Branch: Morgan & Co Status: Prospect

No keys available

Please click the button to add

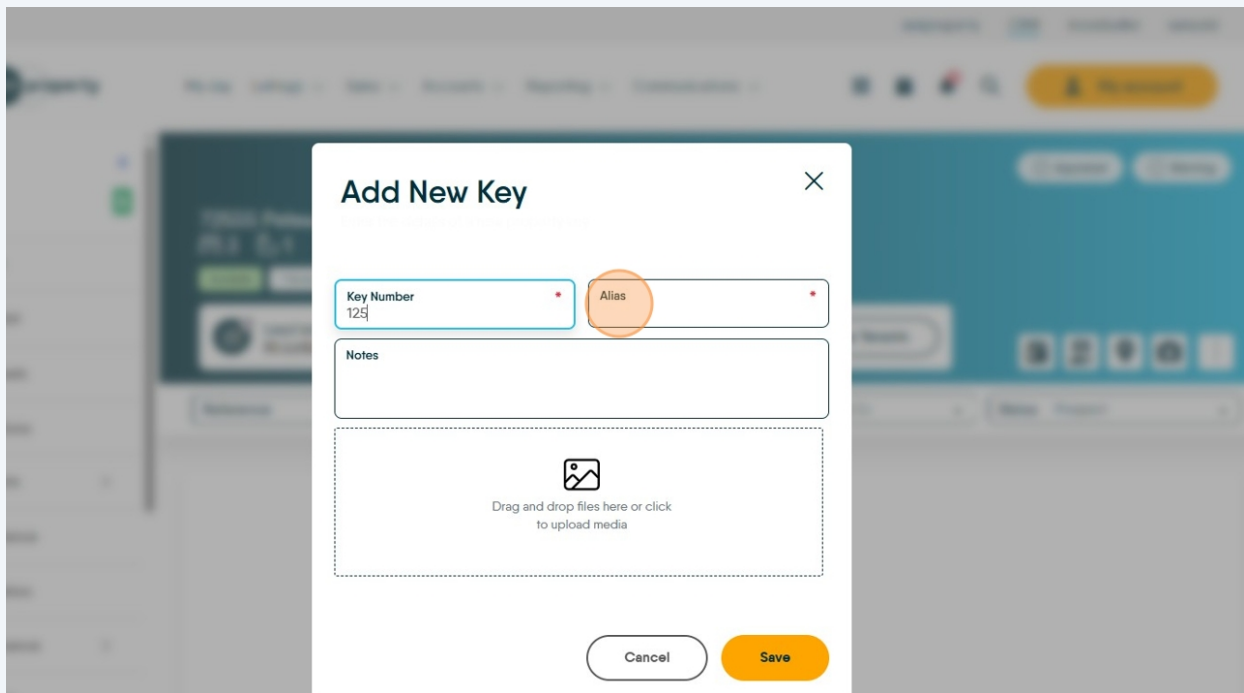
Add Key

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



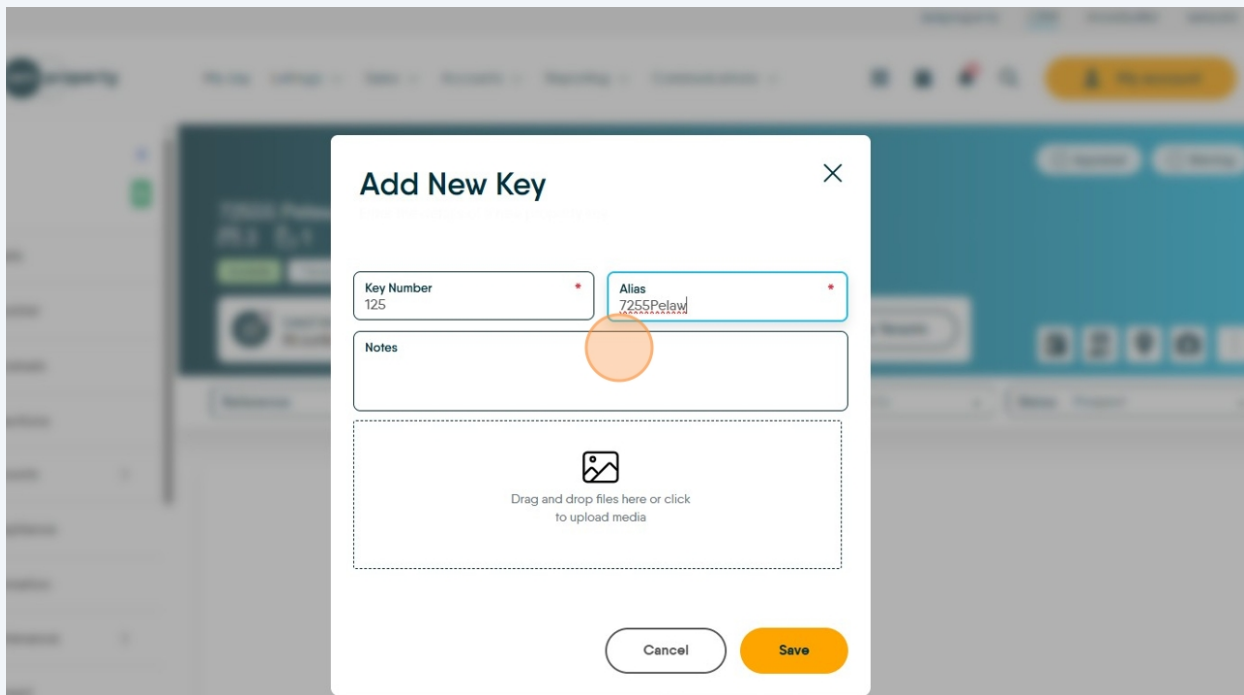
The screenshot shows a web application interface with a modal dialog titled "Add New Key". The dialog has a close button (X) in the top right corner. It contains two text input fields: "Key Number" and "Alias", both with red asterisks indicating required fields. The "Key Number" field is highlighted with an orange circle. Below these fields is a "Notes" text area. At the bottom of the dialog is a dashed box for media upload with the text "Drag and drop files here or click to upload media" and a small image icon. At the very bottom are "Cancel" and "Save" buttons.

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



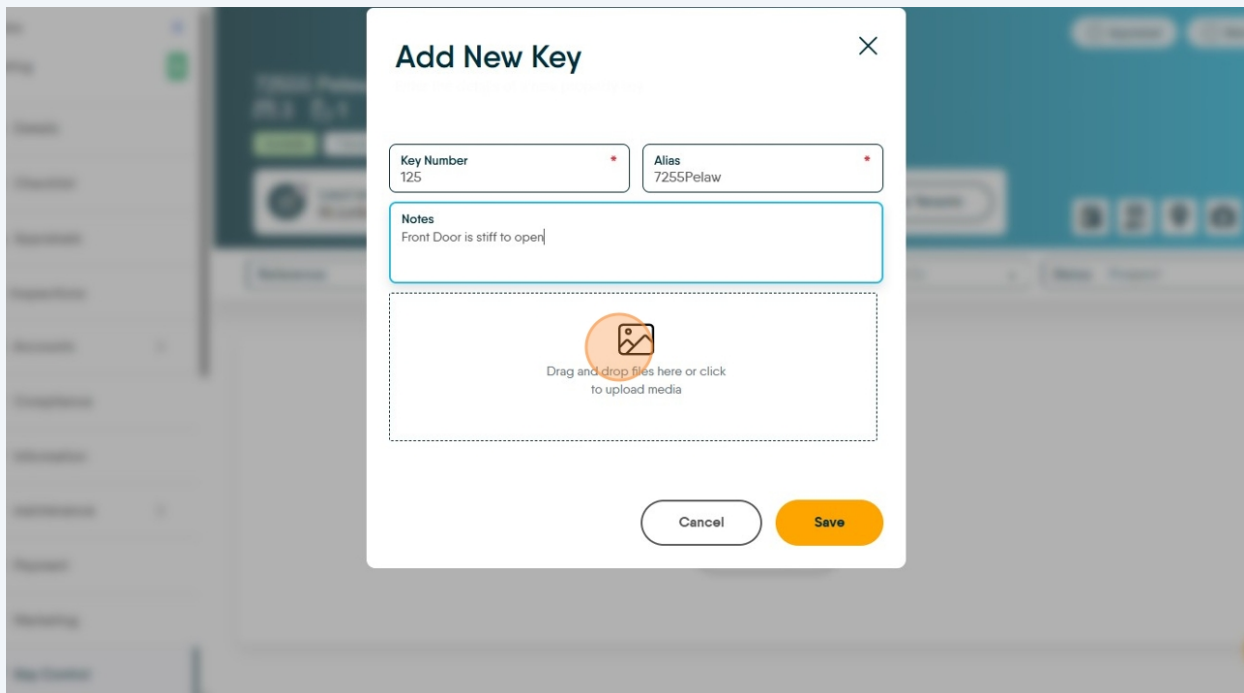
The screenshot shows the same "Add New Key" dialog box. In this step, the "Alias" text input field is highlighted with an orange circle. The "Key Number" field now contains the text "125". The "Notes" field is empty. The media upload section and the "Cancel" and "Save" buttons remain at the bottom.

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



The screenshot shows a modal window titled "Add New Key" with a close button (X) in the top right corner. Inside the modal, there are two input fields: "Key Number" with the value "125" and "Alias" with the value "7255Pelaw". Below these fields is a "Notes" text area, which is highlighted with an orange circle. At the bottom of the modal, there is a dashed box containing a picture icon and the text "Drag and drop files here or click to upload media". At the very bottom of the modal are two buttons: "Cancel" and "Save".

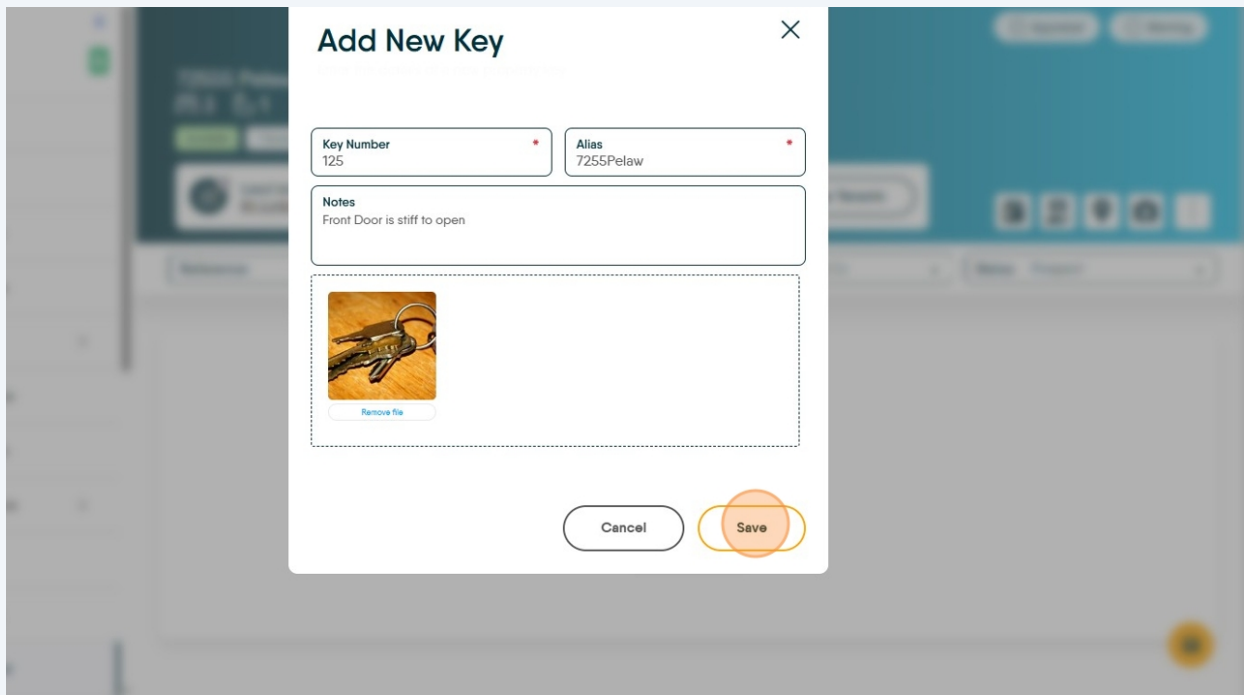
- 7 Click **"Drag and drop files here or click to upload media"** to add a picture of the keys.



This screenshot shows the same "Add New Key" modal window. The "Notes" field now contains the text "Front Door is stiff to open". The dashed box at the bottom, which contains a picture icon and the text "Drag and drop files here or click to upload media", is highlighted with an orange circle. The "Cancel" and "Save" buttons remain at the bottom of the modal.

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Click **"Save"**



The screenshot shows a modal dialog box titled "Add New Key" with a close button (X) in the top right corner. The dialog contains the following fields:

- Key Number**: A text input field containing the value "125".
- Alias**: A text input field containing the value "7255Pelaw".
- Notes**: A text area containing the text "Front Door is stiff to open".
- Image**: A placeholder image showing a set of keys. Below the image is a small link that says "Remove file".

At the bottom of the dialog, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with an orange circle, indicating it is the target for the instruction.