

View All Landlord Records in Lettings



This guide provides a straightforward method for accessing comprehensive landlord records within the Lettings section of the CRM platform and exporting the list to a .csv format to be managed in excel or similar applications.

1

Log into iampropertyCRM. We are starting at the My Day screen for ease, this can be done from any screen in CRM.

iam property

My dayLettingsSalesAccountsReportingCommunications

My account

Welcome back, Training

+ Add New Record

View property management

Visit help centre

Search all records

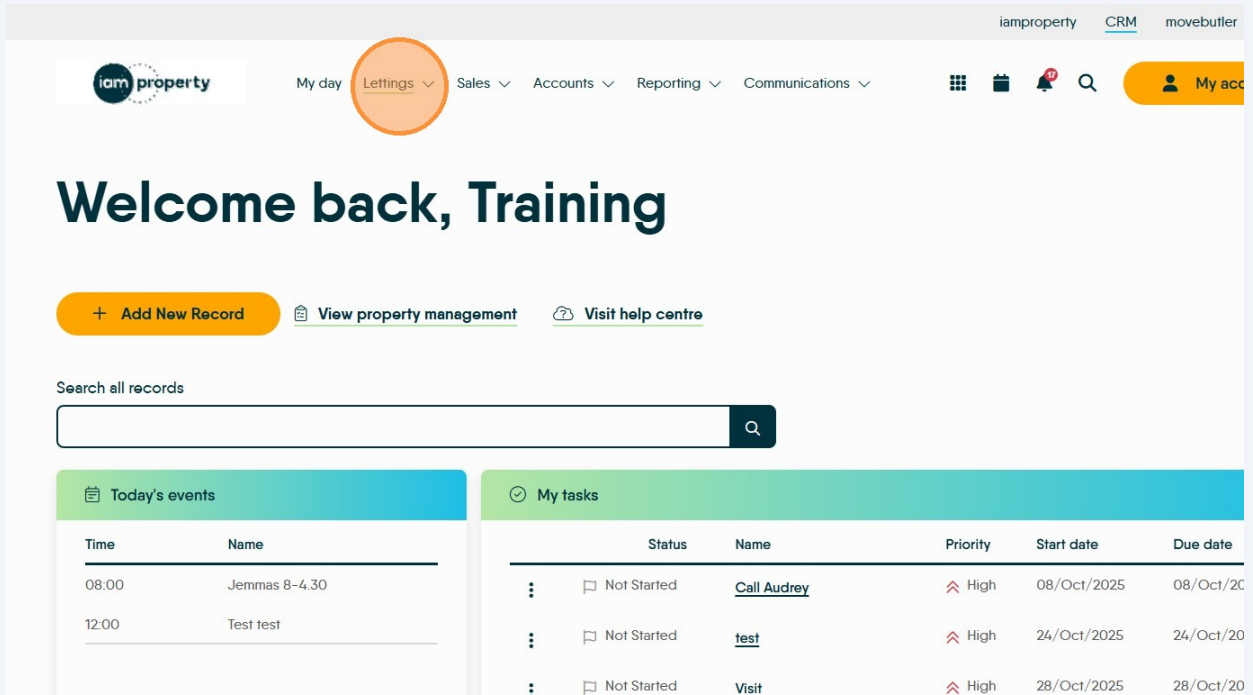
Today's events

Time	Name
08:00	Jemmas 8-4.30
12:00	Test test

My tasks

Status	Name	Priority	Start date	Due date
Not Started	Call Audrey	High	08/Oct/2025	08/Oct/2025
Not Started	test	High	24/Oct/2025	24/Oct/2025
Not Started	Visit	High	28/Oct/2025	28/Oct/2025
Not Started	title	High	29/Oct/2025	29/Oct/2025

2 Click "Lettings"



The screenshot shows the iamproperty CRM dashboard. The top navigation bar includes the iamproperty logo, a 'My day' dropdown, and a 'Lettings' dropdown which is highlighted with an orange circle. Other navigation items include Sales, Accounts, Reporting, and Communications. The main header area displays 'Welcome back, Training'. Below this are three buttons: '+ Add New Record', 'View property management', and 'Visit help centre'. A search bar labeled 'Search all records' is present. The dashboard is divided into two main sections: 'Today's events' and 'My tasks'.

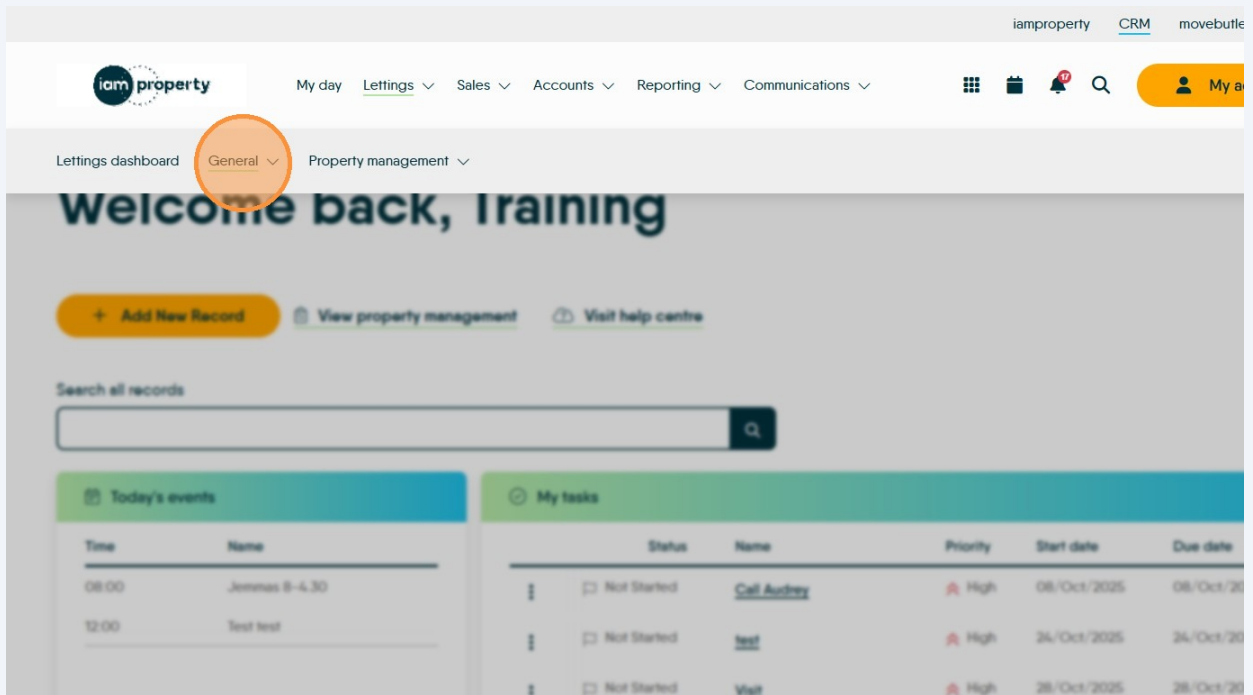
Today's events

Time	Name
08:00	Jemmas 8-4.30
12:00	Test test

My tasks

Status	Name	Priority	Start date	Due date
Not Started	<u>Call Audrey</u>	High	08/Oct/2025	08/Oct/2025
Not Started	<u>test</u>	High	24/Oct/2025	24/Oct/2025
Not Started	<u>Visit</u>	High	28/Oct/2025	28/Oct/2025

3 Click "General"



The screenshot shows the iamproperty CRM dashboard with the 'Lettings' dropdown menu open. The 'General' option is highlighted with an orange circle. The dashboard content is partially visible, showing the same 'Welcome back, Training' header and navigation buttons as in the previous screenshot.

Lettings dashboard

General

Property management

Welcome back, Training

+ Add New Record **View property management** **Visit help centre**

Search all records

Today's events

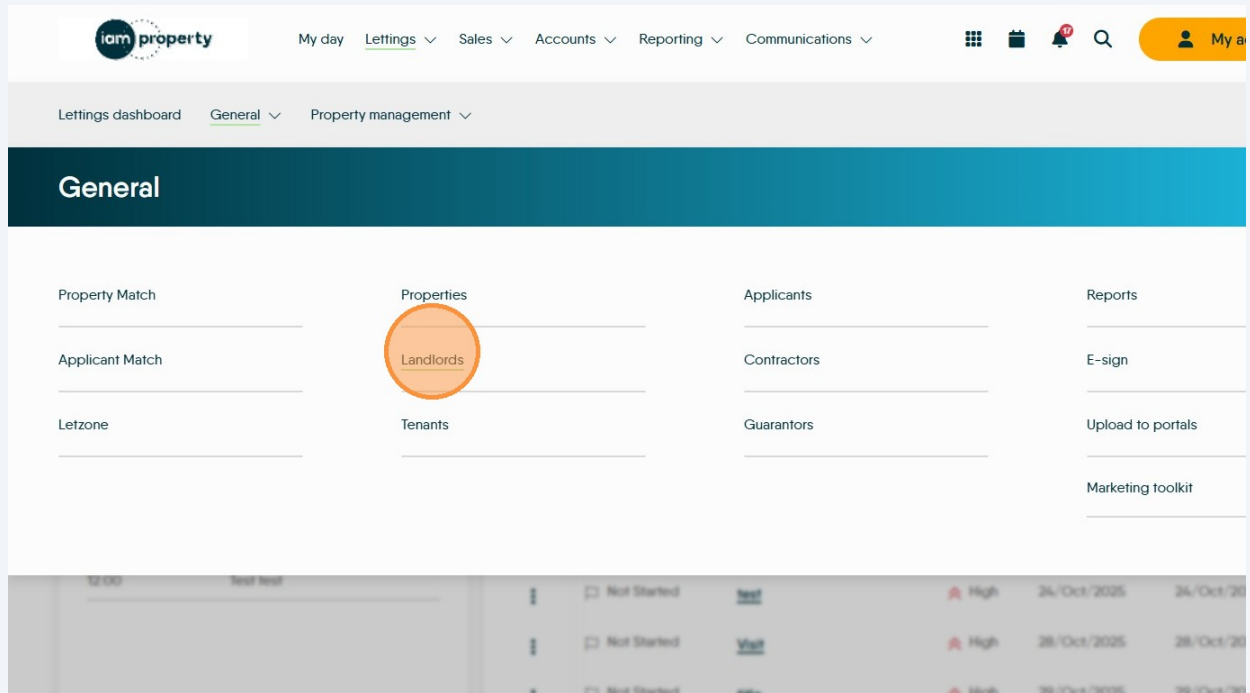
Time	Name
08:00	Jemmas 8-4.30
12:00	Test test

My tasks

Status	Name	Priority	Start date	Due date
Not Started	<u>Call Audrey</u>	High	08/Oct/2025	08/Oct/2025
Not Started	<u>test</u>	High	24/Oct/2025	24/Oct/2025
Not Started	<u>Visit</u>	High	28/Oct/2025	28/Oct/2025

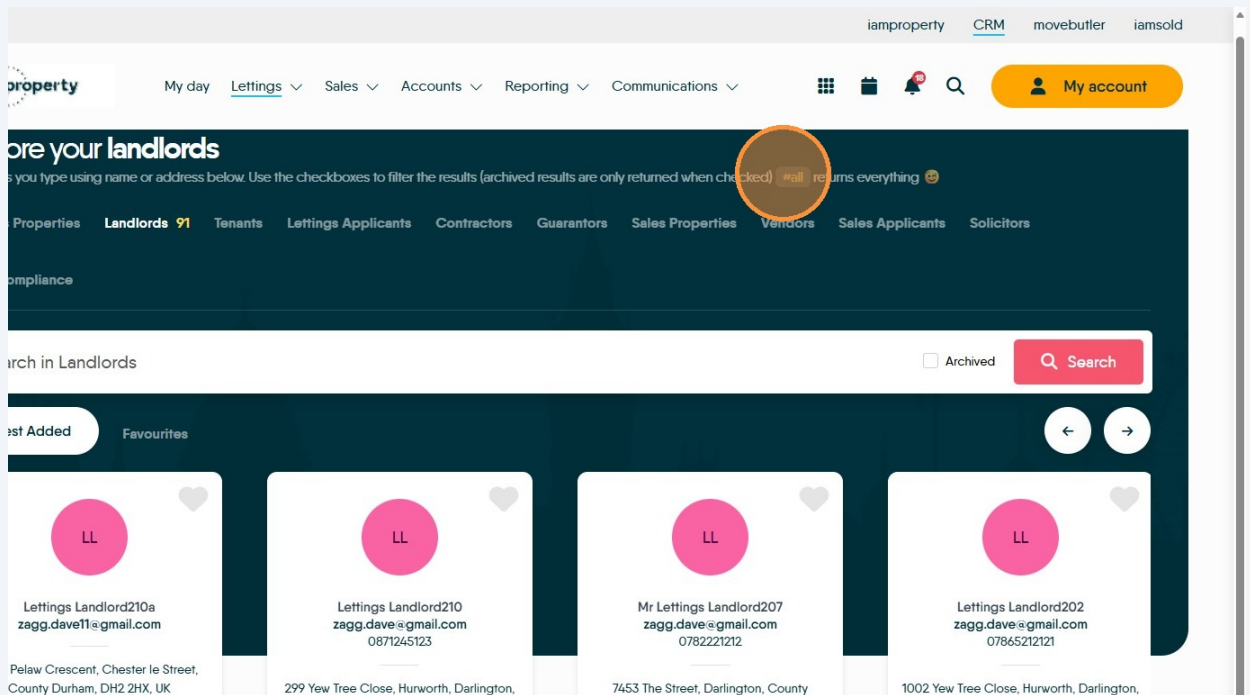
4

Click **"Landlords"** this will take you to the list of your landlord details, using the Properties, Tenants, Applicants, Contractors, Guarantors will take you to similar lists



5

Click **"#all"**



6

Click here to export the list of Landlords as a .CSV file. The file will be saved to your computers 'Downloads' folder. You will then have a list of all your Landlord records as they are shown on the screen.

ore your landlords

as you type using name or address below. Use the checkboxes to filter the results (archived results are only returned when checked) #all returns everything

Properties Landlords 91 Tenants Lettings Applicants Contractors Guarantors Sales Properties Vendors Sales Applicants Solicitors

compliance

Archived Search Export to CSV

#all returns 91 landlords

Landlord Name	Landlord Address	Reference	Phone	Mobile
ngs_Landlord210a	7665 Pelaw Crescent, Chester le Street, County Durham, DH2 2HX, UK			
ngs_Landlord210	299 Yew Tree Close, Hurworth, Darlington, Durham, DL22HX, UK		0871245123	0871
ettings_Landlord207	7453 The Street, Darlington, County Durham, DH2 2HX, UK		0782221212	0782
ngs_Landlord202	1002 Yew Tree Close, Hurworth, Darlington, Durham, DL22HX, UK		07865212121	0786
ngs_Landord183	4523 Yew Tree Close, Hurworth, Darlington, Durham, DL22HX, UK		0785145165	0785
.ettings_Landlord200	1000 Yew Tree Close, Hurworth, Darlington, Durham, DL22HX, UK		078552200000	0785