

Generate and Save a Section 13 Rent Increase Notice



This guide provides a straightforward process for generating and saving a Section 13 Rent Increase Notice, ensuring compliance with legal requirements.

By following the steps outlined, users can efficiently create the necessary documentation for rent adjustments, streamlining property management tasks. It is an essential resource for landlords and property managers looking to navigate rent increase procedures with ease and accuracy.

1 Navigate to <https://crm.iamproperty.com/Lettings/Tenancy/Record/33771352>

iam property

My day Lettings ▾ Sales ▾ Accounts ▾ Reporting ▾ Communications ▾

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My account

if £ 1500.00

osit £ 1730.76

Pre Booked

Details

tenants

Checklist

Renewals Checklist

Compliance

Tenant Insurance

Information

Documents

Journal

LA Lwrtings Applicant136
zagq.dave@gmail.com
0555555

PB Activate Warning Select Property

Send Letter

7725 Pelaw Crescent, Chester le Street

Reference Negotiator Training Dave Branch Morgan & Co Status Prebooked

Tenancy Dates

Tenancy Start
25/02/2026

Tenancy End
24/03/2026

Renewal Start
25/02/2026

Vacating Date
25/02/2026

Visit Next Due
25/02/2026 14:34

Tenancy Details

General Information

Lease Period
Periodic

Relocation Agent

With Effect Break

Notice Date

2

The '**Section 13**' document will be in the letters section of the **Tenancy Record**. Click here.

iamproperty CRM movebutler iamsold

property My day Lettings Sales Accounts Reporting Communications

£ 1500.00
£ 1730.76
Pre Booked

LA Lettings Applicant136
zag9.clave@gmail.com
055555

PB Activate Warning Select Property

7725 Pelaw Crescent, Chester le Street

Reference Negotiator Training Dave Branch Morgan & Co Status Prebooked

Tenancy Dates

Tenancy Start	Tenancy End	Renewal Start	Vacating Date	Visit Next Due
25/02/2026	24/03/2026	25/02/2026	25/02/2026	25/02/2026 14:34

Tenancy Details General Information

3

Search for the letter in the drop down menu, in this case it is...Click "**Dutton Gregory - Section 13(2) Notice**"

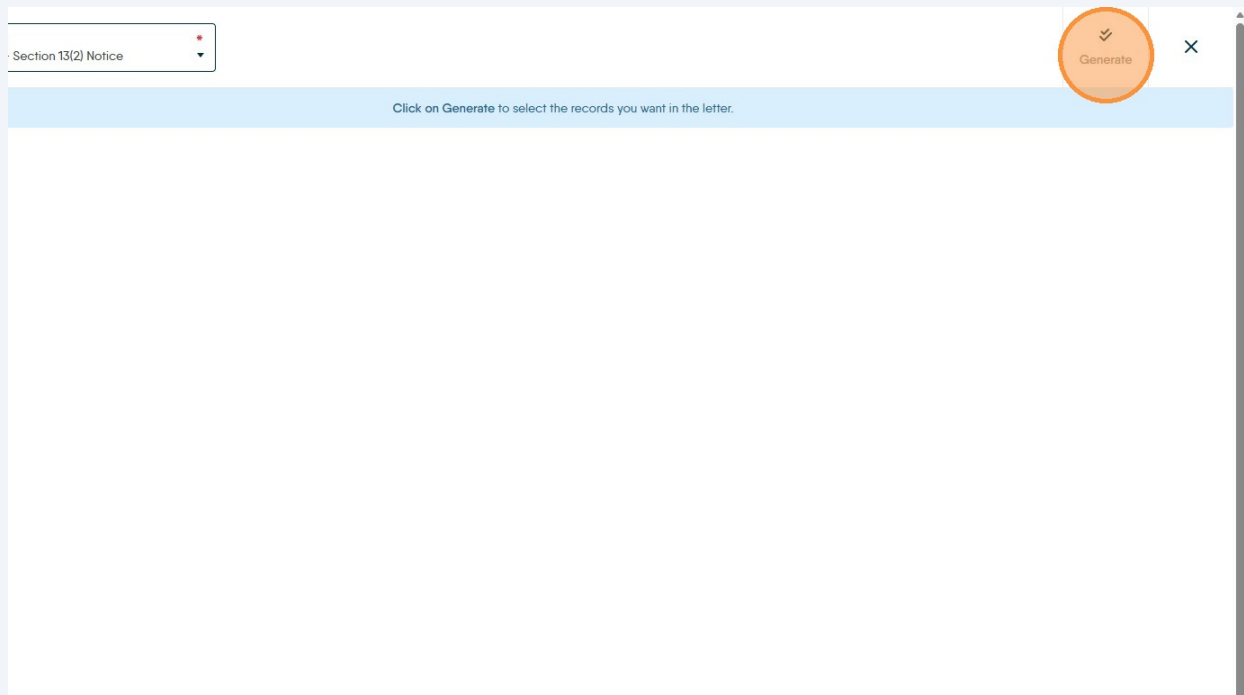
Lettings Tenancy
Please select a letter

13

Dutton Gregory - Section 13(2) Notice

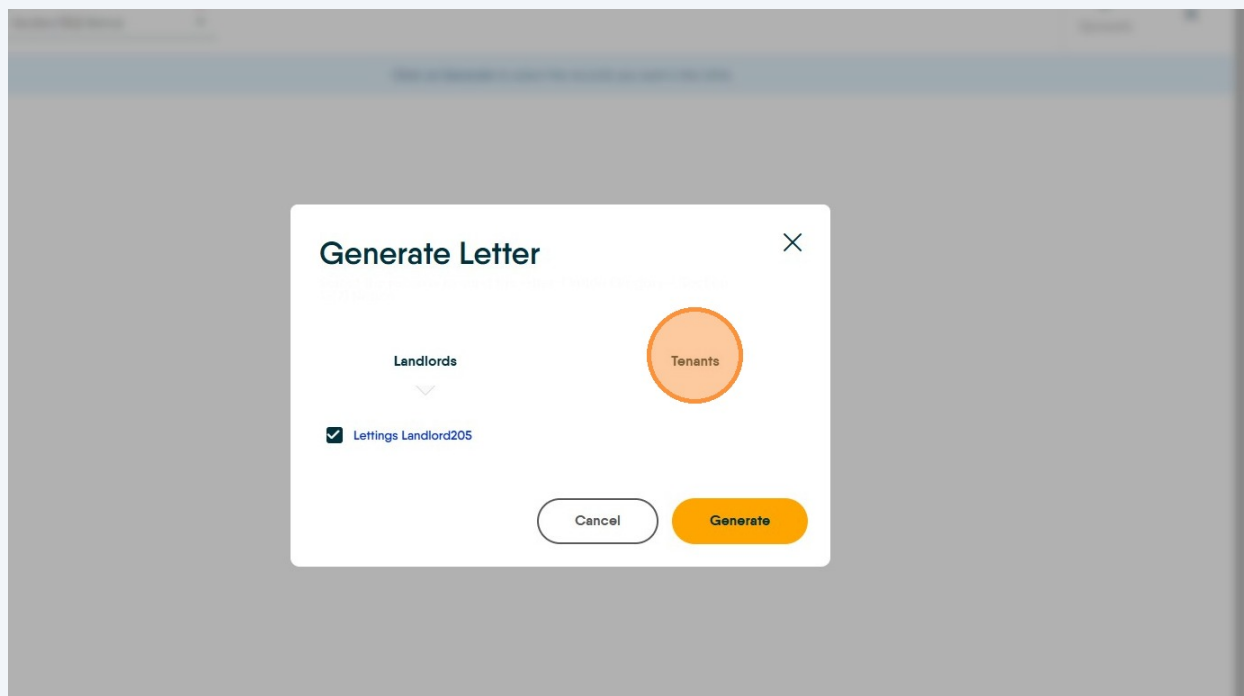
Dutton Gregory - Section 13(2) Notice

4 Click "Generate"



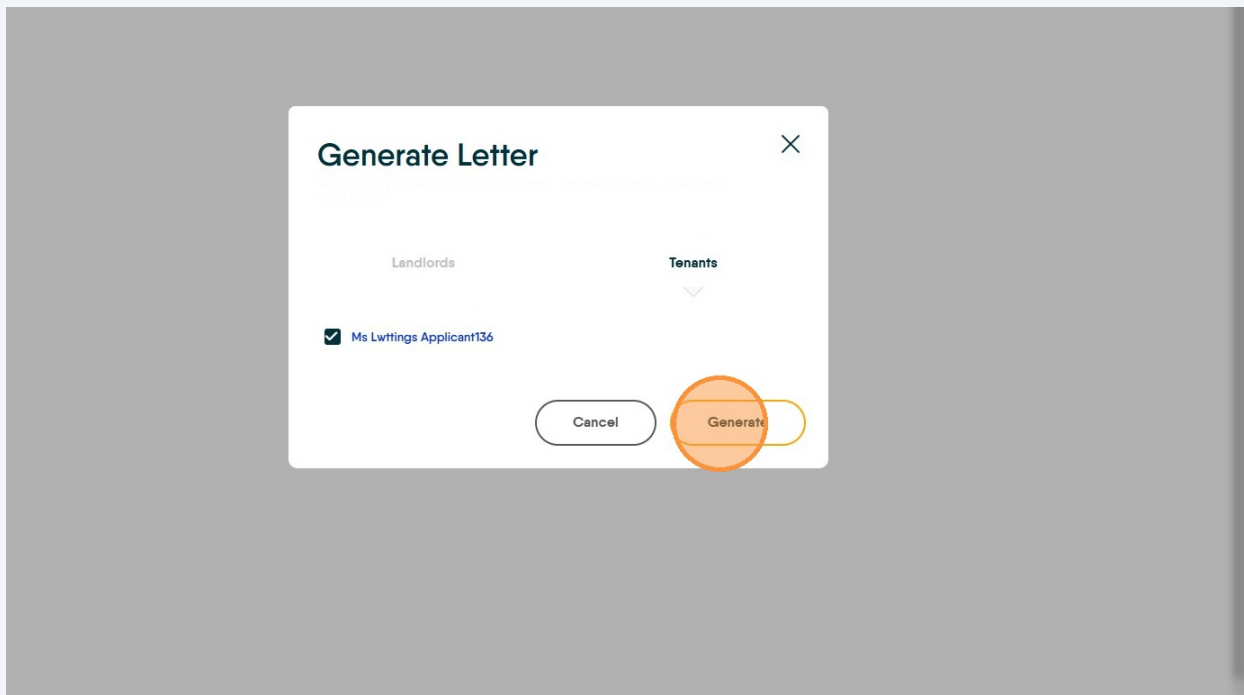
The screenshot shows a web application interface. At the top left, there is a dropdown menu with the text "Section 13(2) Notice". To the right of this menu is a small orange circular button with a checkmark icon and the word "Generate" below it. Below the dropdown menu, there is a large white rectangular area. A light blue horizontal bar spans the width of this area, containing the text "Click on Generate to select the records you want in the letter."

5 Click "Landlords" and then "Tenants" to check the names are correct.

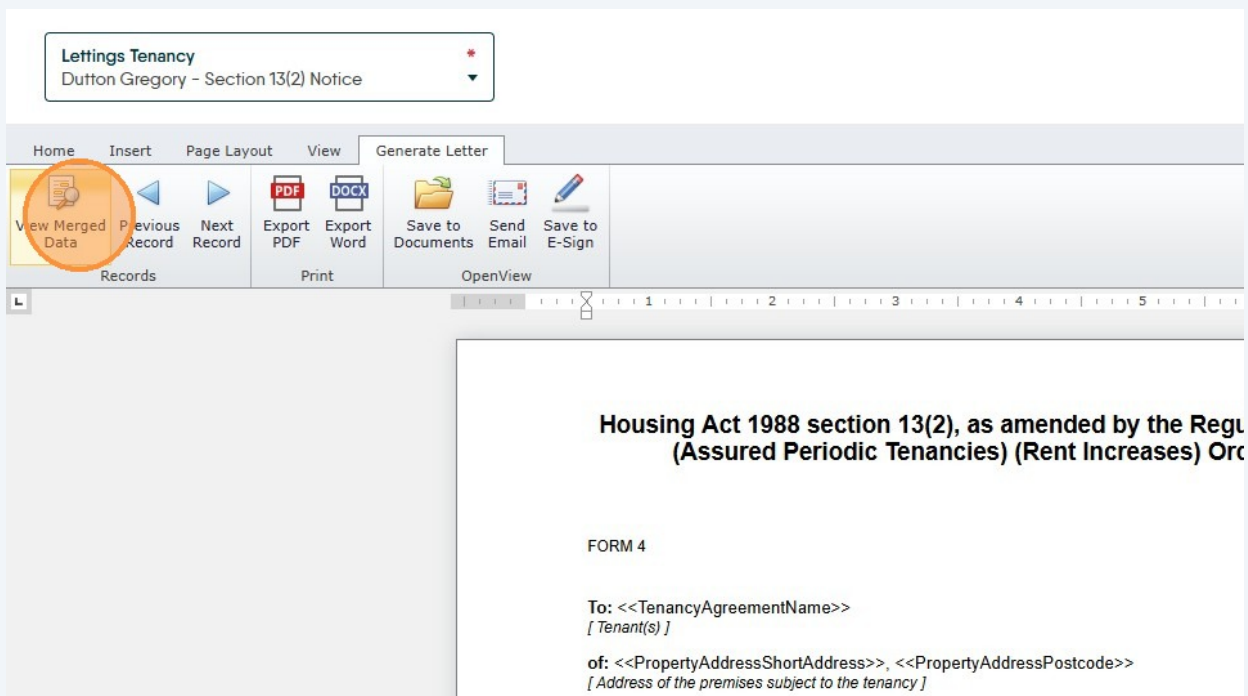


The screenshot shows a "Generate Letter" dialog box. The dialog has a title bar with the text "Generate Letter" and a close button (X). Below the title bar, there is a section with the text "Click on the following to select the records you want in the letter." Below this text, there are two buttons: "Landlords" and "Tenants". The "Tenants" button is highlighted with an orange circle. Below the "Landlords" button, there is a dropdown menu with a checkmark icon and the text "Lettings Landlord205". At the bottom of the dialog, there are two buttons: "Cancel" and "Generate".

6 Click **"Generate"**



7 Click **"View Merged Data"** this will allow you to view the letter as it will be sent



8

Depending on how your letter is setup. Click either **"Send Email"** or **"Save to E-Sign"**

The screenshot shows the 'Lettings Tenancy' window for 'Dutton Gregory - Section 13(2) Notice'. The 'Generate Letter' tab is active, displaying a ribbon with buttons: 'View Merged Data', 'Previous Record', 'Next Record', 'Export PDF', 'Export Word', 'Save to Documents', 'Send Email', and 'Save to E-Sign'. An orange box highlights the 'Send Email' and 'Save to E-Sign' buttons. The main content area shows the title 'Housing Act 1988 section 13(2), as amended by the Regulated Tenancies (Assured Periodic Tenancies) Act 1988' and 'FORM 4'.

9

To save a copy of the letter to the documents folder of the Tenancy. Click **"Save to Documents"** n.b. if you are sending the letter via email through CRM then the document will automatically be added to both the Journal and the Documents folder.

The screenshot shows the same 'Lettings Tenancy' window. The 'Generate Letter' tab is active, and the 'Save to Documents' button is highlighted with an orange circle. The main content area shows the title 'Housing Act 1988 section 13(2), as amended by the Regulated Tenancies (Assured Periodic Tenancies) (Rent Increases) Order 1988' and 'FORM 4'. Below the title, it says 'To: Ms Lwttings Applicant136 [Tenant(s)]' and 'of: 7725 Pelaw Crescent, Chester le Street, DH2 2HX [Address of the premises subject to the tenancy]'.