

Adding New Tiered Rent to a Tenant Record



This guide provides a straightforward process for adding tiered rent to a tenant's record, ensuring accurate financial management.

By following the steps outlined, users can efficiently update rental amounts and maintain compliance with tenancy regulations. It's an essential resource for property managers looking to streamline their operations and enhance tenant record accuracy. Viewing this guide will save time and reduce errors in rent management.

1 Navigate to the **Tenant Record**

iam property

My day Lettings Sales Accounts Reporting Communications

My account

LA Ms Lwttings Applicant136
zaggs.dave@gmail.com
0555555

VE PB Warning Set GDPR Periodic Tenancy Tenancy

7725 Pelaw Crescent, Chester le Street Primary Tenant

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

Tenant Rent Details

Rent £ 1500.00	Deposit 1730.76	Holding Deposit 346.15	Collection Day Same Day	Next Rent Due 25/02/2026
Rent Period Monthly				

2 Click "Financial"

The screenshot shows the 'Financial' section of a property management system. On the left, a sidebar menu has 'Financial' highlighted with an orange circle. The main content area displays tenant rent details for 'Ms Lwttings Applicant136' at '7725 Pelaw Crescent, Chester le Street'. The details include:

- Rent Amount: £ 1500.00
- Rent Period: Monthly
- Rent Due: 25 Feb 2026
- Overdue Balance: £0.00
- Overdue Date: 0
- Days Overdue: 0
- Last Contacted: 0

The 'Tenant Rent Details' section shows:

- Rent: £ 1500.00
- Deposit: 1730.76
- Holding Deposit: 346.15
- Collection Day: Same Day
- Next Rent Due: 25/02/20

The 'Rent Period' is set to 'Monthly'.

3 Scroll to the bottom of the screen. Click "Add New Tiered Rent"

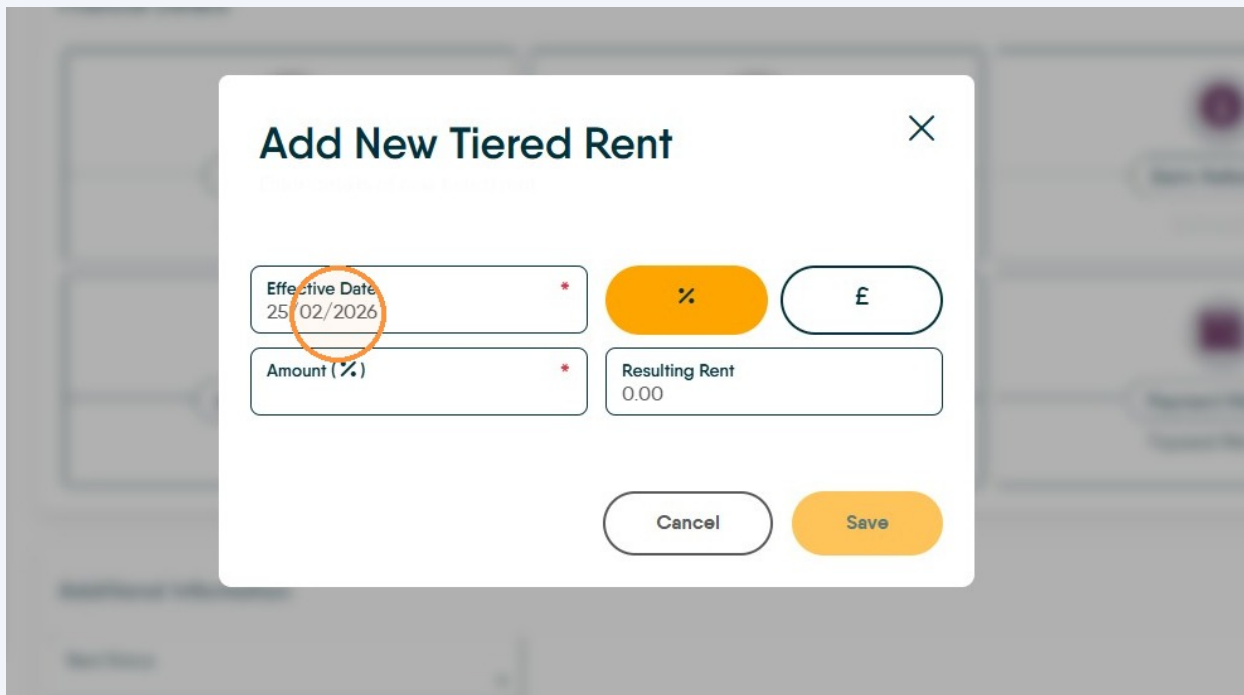
The screenshot shows the 'Financial Details' section of a property management system. The sidebar menu on the left has 'Financial' highlighted with an orange circle. The main content area displays the 'Financial Details' section, which includes:

- Account Name: Account Name
- Bank: Bank Name
- Bank Reference: 123456789
- Account Number: 12345678
- Sort Code: 12-34-56
- Payment Method: Payment Method

The 'Additional Information' section shows a dropdown menu for 'Rent Status'.

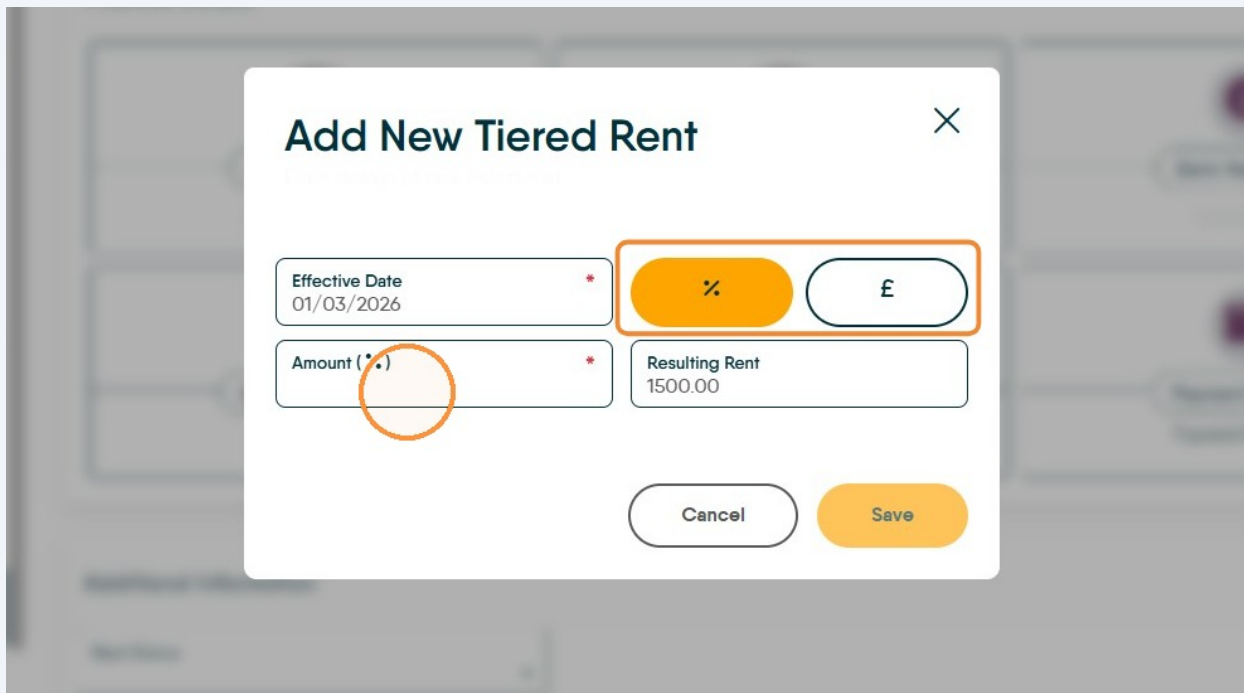
At the bottom right, there is a button labeled '+ Add New Tiered Rent' with an orange circle around it.

- 4 Set the "**Effective Date**" which is the date the new rent will come into force.



The screenshot shows a modal window titled "Add New Tiered Rent" with a close button (X) in the top right corner. Below the title, there is a sub-header "Enter the details of the new rent". The form contains several fields: "Effective Date" with the value "25/02/2026" and a red asterisk, "Amount (%)" with a red asterisk, "Resulting Rent" with the value "0.00", and two buttons at the bottom: "Cancel" and "Save". The "Effective Date" field is highlighted with an orange circle.

- 5 Click the "**Amount (%)**" field and set the amount of the increase, this can be either a monetary uplift e.g. £10, or a percentage increase e.g. 10%. The selected option is highlighted in orange.



The screenshot shows the same "Add New Tiered Rent" modal window. In this state, the "Effective Date" field now has the value "01/03/2026". The "Amount (%)" field is highlighted with an orange circle. The "Resulting Rent" field now shows "1500.00". The percentage option (%) in the "Amount (%)" field is highlighted with an orange box, while the currency option (£) is greyed out. The "Cancel" and "Save" buttons remain at the bottom.

- 6 The total new rent will show in the **"Resulting Rent"** field.

Add New Tiered Rent ×

Enter amount in each tiered rent

Effective Date 01/03/2026 *	%	£
Amount (%) 10 *	Resulting Rent 1650.00	

Cancel Save

- 7 Click **"Save"**

Add New Tiered Rent ×

Enter amount in each tiered rent

Effective Date 01/03/2026 *	%	£
Amount (%) 10 *	Resulting Rent 1650.00	

Cancel Save

8

The details of the **Tiered Rent** will show at the bottom of the Financials screen.

£ 1500.00

Monthly

25 Feb 2026

£0.00

0

>

>

>

Account Name Account Name	Bank Bank Name	Bank Reference 123456789
Account Number 12345678	Sort Code 12-34-56	Payment Method Payment Method

Additional Information

Rent Status

Tiered Rent

+ Add New Tiered Rent

#1	TD Training Dave 25 Feb 2026	Effective from 1 Mar 2026 10.00% Resulting Rent £ 1650.00	⚙️	🗑️	✓ Apply	🔒
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