

Entering a new Property

Click on Property (Left hand side) Click on Add Property
A blank screen will come up

Select the owner this property belongs to by typing in the Owner name and picking from the list. Fill in the Property Address, suburb and city

Select a status, normally you would make the property active (Only make it inactive if you are not marketing it yet for some reason). Make sure you select the Active reason from the list

Disbursements Limited. Enter in the \$ amount that you have agreed with the owner that you can spend.

Check the Fee section and change if necessary.

Building: Drop down the drop down arrows and select the relevant choices.

(If nothing shows in your list, click on Add new to put some choices in)

Select a Management Type, normally it is Managed.

The start date for the property is at the bottom of the screen.

If the property is vacant and you are going to advertise it, put a Date Available in. (Bottom of the screen). Palace uses this for advertising.

To add a new key to the property, click on Add Key and put the details in

Access Details is used for Alarm codes and gate instructions etc.

Click on the Publish Tab, Select the Property Manager, you can enter the Letting Managers name here

Enter in the rental amount of this property. Fill in as much as you can (More information on this screen under Advertising