Sending rent arrears letters in bulk

You can bring up a custom view of your rent arrears and send letters directly from that view

Click on Tenancy – Click on Custom Views and select the Rent Arrears view (You may have a different name)

Fill in the filters: Select yourself

Select Email or SMS filters, Select the letter Template.

Filter by the days overdue

Once you have the view showing, select the tenants you want to send the text or letter to.

Click on Preview.

The template of the letter or SMS will appear.

Make any changes you need

Once ready, either click Print and follow through or click Email and follow through.

Once complete, close out.

The letters will be in your diary.

These process sheets are a quick guide, for more detailed information please still use the Help Files