PALACE

Setting and processing a Rent Review in Palace

Click on Tenants – Left hand menu, click on current Tenant

Find the tenant you want and double click

You will see an area on the right hand side, saying Rent Review.

Enter in the date you want to review the rent

Put in any comments. E.g any notes that are relevant to doing the next review. Save

This will now show in the Reminder tab when the rent review is due.

When it shows in the Reminder tab, select it, then click on the green arrow at the top of the screen

Fill in the pop up box

If you are going to do a rent increase then select YES

Enter in the date it will happen plus the new rent rate.

If you know the date for the next review, set it now or click on Save

If you have chosen to do a rent increase, that increase will now move to the Tenant Increase area and take effect on the date set.

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