PALACE

Rent Increase without a Rent Review

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

Find the tenant you want and click on tenant name

Scroll to the bottom of the righthand side and you will see the Rent Changes area.

Click on Add Rent Change

Enter in the date of the expected change (You will need to work this out and try and keep it to the same day of the week as the start date, this will remove any small rent in credits)

Then click on Save

Do NOT remove any rent changes from the list

When the date of the rent change matches the date of the paid to date. Palace will auto change the rent amount

You are finished

Only follow the next instructions if you are entering a rent change that has already happened

Follow the same instructions if you are entering a rent change that has already past

However you will now need to do a repost so that Palace goes back in time and corrects the dates

Save the record and close the tenant, then click on the drop down next to the tenant and click on repost.

Then OK when done

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