

## Adding a Postal Address to Tenant Details

### Overview

In REST Professional, you can add a postal address for the tenants if their postal address differs from the property address.

If an address is entered into this area, this address will print on all correspondence as their postal address and nothing will be mailed to the rental property.

### Steps

1. Go to Files > Tenant or click on the House Icon in the top toolbar
2. Click on the Notes/Mail/Reminder tab
3. Enter the address as required under Postal Address
4. Click on OK-F12



Tenant Details

Alpha index

Lease name

General | Rental | Bank | Reneg/Inspect | **Notes/Mail/Reminder** | Invoices | Commercial

Tenant file notes

Postal address

Suburb

State  P/Code

Last letter/form sent dates

Breach

Vacating

Rent increase

Operator receiving reminder

Receipt printing comment

▾

Created 12/12/06 4:32:12 PM

OK - F12

Cancel - ESC

Action - F1

Clear - F2

Delete - F3

Add Mode - F4

Status - F6

Search - F7

Last Edits - F9

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