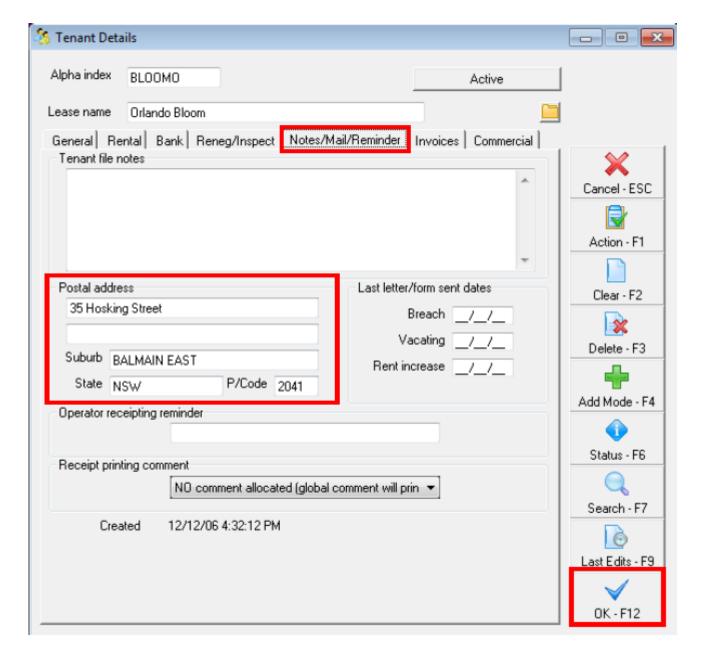# Adding a Postal Address to Tenant Details

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

02/02/2016 10:49 am AEDT