

How to Change a Tenant Anniversary Date in REST Professional

Overview

You may be required to change your tenant's rent cycle for various different reasons.

You will be required to change the tenants anniversary date in REST so that the rent falls due on the new day/date.

Example

The tenant is currently paid to the 15th and has requested to change their anniversary/due date to the 20th.

They pay weekly.

Steps

1. Using your rent calculator, work out the daily rental rate. Tenant's Weekly Rent = \$500.00

Rent for period Calculator

Base Rent Rate

Daily: \$ 71.43

Weekly: \$ 500.00

Monthly: \$ 2172.62

Yearly: \$ 26071.43

Date Range

Date From: 16/07/13

Date To: 20/07/13

Rent Required

Number of Days: 5

Calculated rent: \$ 357.14

Cancel - ESC



You would need to advise your tenant the amount to pay so the daily amount can be receipted at the time of making these changes.

EXAMPLE: 15/07/2013 - 20/07/2013 = 5 days rent @ \$357.14

2. Change the period to D1 and change the rent rate to the daily rate from your rent calculator. This will prompt the system to calculate the rent at a daily rate.

Tenant Details

Alpha index: ANISTONJ Active

Lease name: Jennifer Aniston

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

Description	Rent		
Amount GST Excl	\$71.43	\$0.00	\$0.00
Period	D1		
Paid To last month	15/07/13	31/12/03	31/12/03
Paid To date	20/07/13	31/12/03	31/12/03
Rent received	\$509.60	\$0.00	\$0.00
Credit this month	\$0.00	\$0.00	\$0.00
Credit last month	\$0.00	\$0.00	\$0.00
Periods paid	5	0	0
Commission %	7.00	0.00	0.00
Account code	101		
B/F Balance	\$0.00	\$0.00	\$0.00
Direct debit	<input type="checkbox"/> Disable	<input type="checkbox"/> Disable	<input type="checkbox"/> Disable

Cancel - ESC

Action - F1

Clear - F2

Delete - F3

Add Mode - F4

Status - F6

Search - F7

Last Edits - F9

OK - F12

3. Enter the monthly amount back into REST in the Reneg/Inspect Tab to take effect immediately after you have received the daily rent amount.

Tenant Details

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Lease name: Jennifer Aniston

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Renegotiation	Rent	Unused	Unused
New Amount GST Excl	\$500.00	\$0.00	\$0.00
Change date	20/07/13	__/__/__	__/__/__
New period	w1		
Reneg Approved	__/__/__	__/__/__	__/__/__
Last Amount GST Excl	\$24,724.40	\$0.00	\$0.00
Last date	16/10/13	__/__/__	__/__/__
Last period	M1		

Rent review date: 24/06/12 Last Rent Review Date: __/__/__

Inspection

Next inspection date: 14/12/12 Friday Frequency: M6

Inspection time: between 2pm and 4pm

Comments: _____

Cancel - ESC

Action - F1

Clear - F2

Delete - F3

Add Mode - F4

Status - F6

Search - F7

Last Edits - F9

OK - F12

- When the tenant pays the requested amount, receipt the daily received amount to the tenant (5 days in this case = \$357.14) this will take the tenant now paid to the new anniversary date.

Rent Receipts - [Last Receipt:00007921] - Toggle Print: Shift+F9

Tenant

Tenant details
 Jennifer Aniston
 4/40 Gibson Street
 NORTH SYDNEY NSW 2060

Receipt total
\$357.15

Rent	Amount	Paid to	Credit	Arrears	Due to
	71.43 D1	15/07/13	0.00	357.15	20/07/13

Rent | Invoices \$178.99 | Other Payments | Invoice Credit

Amount paid

Rent <input type="text" value="357.15"/>	New date 20/07/13	Credit 0.00	Arrears 0.00
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