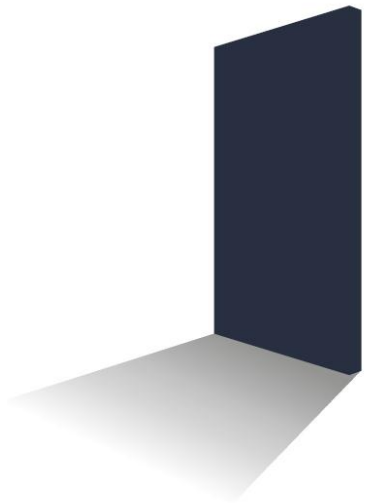


LetMC.com®

lettings software

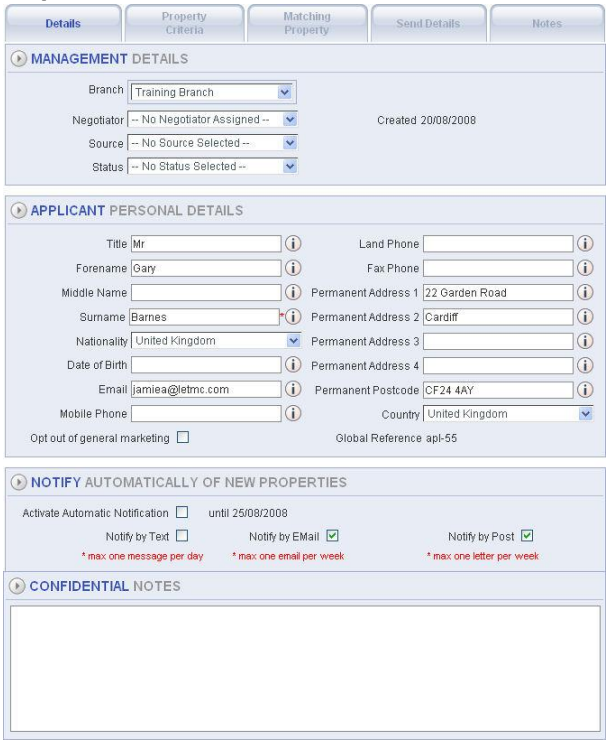
(Tantum eruditi sunt liberi)

Creating a New Applicant 3
Notify Automatically of New Properties 3
Notify by Text 3
Notify by Email 4
Notify by Post 4
Create Applicant from Tenant 5
Modify Applicant Card 5

Creating a New Applicant

There are 5 steps to creating a new applicant on the system

Step 1 Details



Complete the **Management details**,
Add the negotiator
Enter the source details of where the applicant first found agency details. More source details can be added in Control Panel
Select the status of the applicant

Applicant Personal Details

Enter the details of the applicant, name address etc.

Notification

Select how the applicant wants to be notified of any available properties. The activation date runs for two months on adding the details. Applicants will only be notified once per day by text, once per week by email and once per week by letter
Finally add any notes that you need.

Notify Automatically of New Properties

When a new applicant is entered onto the system the auto notification is made active by default for 60 days. This period can be changed to suit your needs, call LetMC support for assistance.
There are then three methods of auto notification:

- Notify by Text
- Notify by Email
- Notify by Post

Notify by Text

With Notify by Text selected (this is selected by default) you must ensure that you have entered a mobile number in the applicants' details.
Applicant will receive notification of any new properties entered onto the system and set at the advertised stage. These text messages are set to be sent once a day (maximum). This means that if in one day two properties are moved to advertised, they will only get a text for the first one (to avoid spamming).

Notify by Email
The Notify by Email method requires a valid Email address to be entered in the applicants' details.
Applicant will receive notification of any new properties entered onto the system and set at the advertised stage. These Emails will be sent to the applicant a maximum of once a week (to avoid spamming). The applicant will get an email on the second week if a property is moved to 'advertised' in that week. In the second week, if no property is moved to 'advertised' then no email will be sent.

Notify by Post
Notify by Post requires you to enter the applicants address in their details.
Applicant will receive notification of any new properties entered onto the system and set at the advertised stage. Notifications by post are sent a maximum of once a week (to avoid spamming). The applicant will get a letter on the second week if a property is moved to advertised in that week. In the second week, if no property is moved to advertised then no letter will be sent.

Step 2 Property Criteria

Complete the Rent range (Min and Max, mandatory). If required enter number of bedrooms or whether just a room is required (Student Let), select tenant type from the drop down list. From the calendar icon select the latest move-in date for the tenant.
Finally enter any key words which will assist in the search by Keyword function.

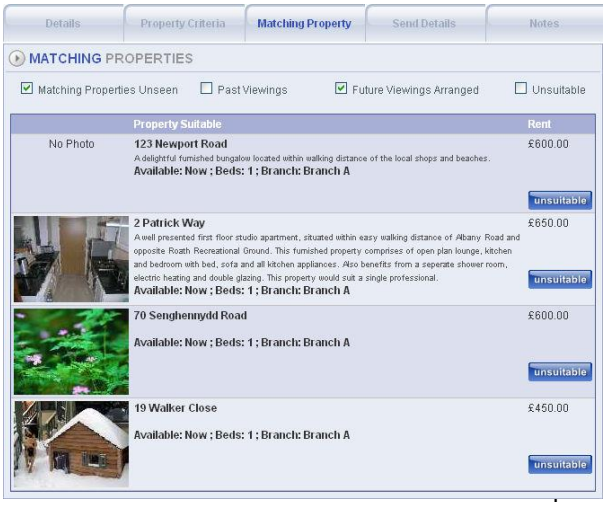
In the Essential Matching Criteria use the tick boxes to select the areas that the Applicant is interested in.

Select all facilities that the Applicant requires

Finally select any special requirements.

All the criteria entered will be used in the property matching process.

Step 3 Matching Property



The Matching property page will show all properties that have matched with the details put in on the previous pages.
The Unsuitable button will be used to enter any feedback as to why the property was not suitable for the prospect and will also remove it from the list.

Step 4 Send Details

The send details tab will check how you want any notifications sent to the applicant or if you just needed to call up a matching property list. If you need to amend criteria before clicking the Go button, go back to the details tab.

Step 5 Notes

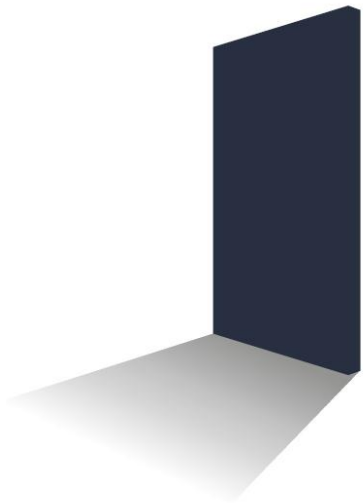
Enter any notes on the applicant that you need to record on the system. You can also call back any previous notes

Create Applicant from Tenant

This process is similar to that of creating a new applicant. This time you will need to search for the tenant that you want to add as an applicant.
If you have a tenant that is now nearing the end of their current tenancy and they wish to seek another property you can easily transfer their existing details. Select Applicants and Add Applicant from Tenant, complete the search criteria for the tenant you are looking for tick the check box next to the tenants name then click next. You will now see that their details have now been added to the applicants details screen, check and update the tenants' details as necessary. The Notes Tab will now show as Confidential Notes. Click **Finish** to add as an applicant.

Modify Applicant Card

Selecting Modify Applicant Card from the menu will open the search criteria screen. Complete the details of the applicant that you require to modify and click next. When you are satisfied that you can see the applicant you want to edit tick the box next to their name, click **Next**. You will now be able to go through all the screens as in Add an applicant to make any changes.



LetMC.com®
lettings software