

LetMC.com[®]
lettings software

Mail Merge

(Tantum eruditi sunt liberi)

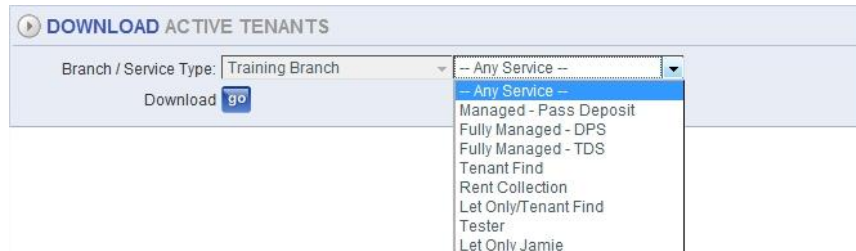
Mail Merge Data.....	3
Active Tenants List.....	3
Active Landlords List.....	3
Tenants List.....	3
All People List	3

Mail Merge Data

Although this section is called mail merge it does not carry out the mail merge function for you. What is provided here is the data to enable you to carry out a mail merge in MS Word

Active Tenants List

To view a list of current tenants and their rented address, Export this report to Excel by clicking on the 'Download : Go' Button, you can filter this list by Service Type.



Active Landlords List

To view a list of current landlords and their contact address click on the 'Download Go' button. Landlords shown are ones with at least one property with a Landlord Instruction / Tenancy in the Advertised, New, Signed or Ended Stages. This list can be filtered by Service Type.



Tenants List

Use this report to export a list of tenants with a particular 'Contact Type' address. Tenants without this Contact Type will not be shown in the list. click on the 'Download Go' button to export to Excel



The list can be filtered by:

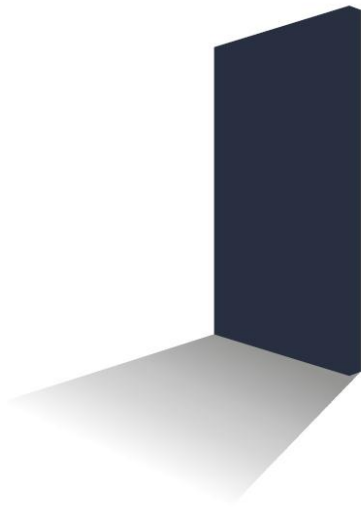
- Service Type
- Tenant Type
- Contact Type
- Date

All People List

This lists all Active Landlords, Tenants and Contractors that you have entered onto the system.

The list includes all Tenancy and contact details.





LetMC.com[®]
lettings software