

LetMC.com[®]
lettings software

Extending Tenancies

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Introduction

Some letting agents routinely extend tenancies instead of renewing them using the LetMC *Renew Existing Tenancy* functionality.

Extending tenancies means sending an Extension Agreement instead of renewing tenancies which involves creating a whole new tenancy agreement.

The Extending Tenancies functionality means letting agents can efficiently manage the whole process of extending tenancies using the LetMC software.

Letting agents who renew tenancies may use the Extending Tenancies functionality to record tenants who stay on for short periods of time.

A new view has been added to the instruction wizard to allow users to invite all parties to extend the tenancy.

Within this view users are able to schedule the extension for a certain date, set the desired new tenancy term and increase the rent amount.

Once these details have been set the system can generate invitations to extend letters to be sent to the landlord(s) and tenant(s).

The response from the parties can be entered whether they are accepting or rejecting, a valid reason must be entered when rejecting or cancelling an extension proposal.

If the proposal is accepted the user can generate the extension agreement to be signed by all parties and then sign off the extension.

This will automatically alter the existing fixed date and create a new payment schedule for the rest of the term.

There is also the ability to send letters to chase up responses from landlord and tenants.

Setting Up Tenancy Extension Types

'Control Panel > Object Types > Tenancy Extension Types

These settings allow you to configure your own Extension types

- **Name:** Enter Name for the Type of Extension
- **Begin Proposal:** Defines the length of time before the fixed date when the proposal should start
- **Default Extension:** Sets the duration for the tenancy to be extended by as default
- **Automatic Rent Increase:** Can increase the rent amount for the extension based on a set percentage
- **Send Tenant / Landlord Proposal letter:** Allows the option to automatically send out the proposal letters to both the Landlord and Tenant. The letters are then generated either automatically¹ by the system if enabled in *Tenancy Service Types: Auto Create Extension* or on clicking the *Schedule Tenancy Extension* 'Go' button in the *Modify Instruction/Tenancy*

Switch on the Functionality

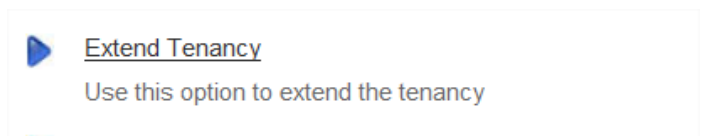
To switch on the functionality go to Control Panel/Tenancy Service Types and open up the service type you want to allow extensions on. Select default Type and if you want auto Proposals²

¹ The extension proposals are only automatically scheduled when the landlord instruction is first created. On switching on this functionality then instructions/tenancies already created will not be automatically scheduled. The Letting Agent must identify these existing tenancies and manually schedule an extension for each one.

² Auto proposals will alleviate the need for manually generating letters in Instructions and Tenancies

Set Up Proposal

In Modify Instruction and Tenancy of your selected property there is a new button, Click this button to start the Extend Tenancy process.



CURRENT TENANCY DATES

Start: 27 April 2011 Fixed: 26 October 2011 End: 26 October 2011

EXTEND TENANCY

Type: 6 Month

Proposal Start: 26 September 2011

Extend by: 6 Months 0 Days

Rent Schedule: 1,000.00 * Monthly

Schedule Tenancy Extension: [go](#)

Scheduled Proposals (0) Active Proposals (0) Signed Proposals (0) Cancelled Proposals (0)

SCHEDULED PROPOSALS (0)

None

EXTEND TENANCY

Type: 6 Month

Proposal Start: 26 September 2011

Extend by: 6 Months

Rent Schedule: 1,000.00 * Monthly

Schedule Tenancy Extension: [go](#)

12 Month
Periodic Section 13 Rent Increase(England)
Periodic Review Date

6 Month/12 Month: The proposal will be scheduled for 1 month before the fixed date and the duration of the extension will be set as 6 months. As default this 'Extension type' will automatically send out Tenant and Landlord proposal letters. It will not alter the rent amount unless specified.

Periodic Review Date - This will be scheduled 3 months before the fixed date. It will have no impact on the existing fixed date nor rent amount. This might be used a reminder by Letting Agents who charge landlords a fee when a tenancy becomes periodic and charge a fee every x months after.

Periodic Section 13 Rent Increase - This will generate a Section 13 Notice in order to increase the rent on a periodic tenancy. The fixed date will not be altered, but the rent will be increased. The standard Section 13 notice built into the software is the English version. Please contact LetMC if you need a Welsh or other country version.

EXTEND TENANCY

Type: 6 Month

Proposal Start: 26 September 2011

Extend by: 6 Months 0 Days

Rent Schedule: 1,000.00 * Monthly

Schedule Tenancy Extension: [go](#)

The Proposal Start date defines the length of time before the Fixed date when the proposal should start.

CURRENT TENANCY DATES
 Start: 27 April 2011 Fixed: 26 October 2011 End: 26 October 2011

EXTEND TENANCY

Type: 6 Month
 Proposal Start: 26 September 2011

Extend by: 6 Months 0 Days

Rent Schedule: 0 Months
 1 Month
 2 Months
 3 Months
 4 Months
 5 Months
 6 Months
 7 Months
 8 Months
 9 Months
 10 Months
 11 Months
 12 Months
 13 Months
 14 Months
 15 Months
 16 Months
 17 Months
 18 Months
 19 Months

Schedule Tenancy Extension: 0 Days
 1 Day
 1 Days
 2 Days
 3 Days
 4 Days
 5 Days
 6 Days
 7 Days
 8 Days
 9 Days
 10 Days
 11 Days
 12 Days
 13 Days
 14 Days
 15 Days
 16 Days
 17 Days
 18 Days

Scheduled Proposals (0) Active Proposals (0) Signed Proposals (0) Cancelled Proposals (0)

SCHEDULED PROPOSALS (0)
 None

Extend By: sets the length of the extension period.
 Default is 6 months

CURRENT TENANCY DATES
 Start: 27 April 2011 Fixed: 26 October 2011 End: 26 October 2011

EXTEND TENANCY

Type: 6 Month
 Proposal Start: 26 September 2011

Extend by: 6 Months 0 Days

Rent Schedule: 1,000.00 Monthly

Schedule Tenancy Extension: GO

Scheduled Proposals (0) Active Proposals (0) Signed Proposals (0) Cancelled Proposals (0)

SCHEDULED PROPOSALS (0)
 None

Set Rent schedule for the extension period. For automatic increases set a percentage increase in 'Control Panel > Object Types > Tenancy Extension Types'
 Finally click the Schedule Tenancy **GO** button

Begin Proposal

Scheduled Proposals (1) Active Proposals (0) Signed Proposals (0) Cancelled Proposals (0)

SCHEDULED PROPOSALS (1)

Scheduled for 24/12/2011 - 6 Month Proposed Extension

begin proposal

Extension: 6 Months
 Existing Fixed Date: 24/01/2012
 Proposed Fixed Date: 24/07/2012
 Rent Schedule: Payment of £1000.00 per calendar month

History
 13/10/2011 - Scheduled manually by Training1 for 24/12/2011.

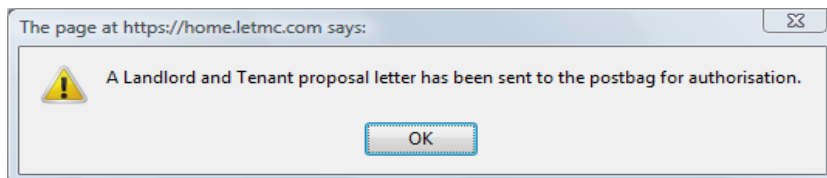
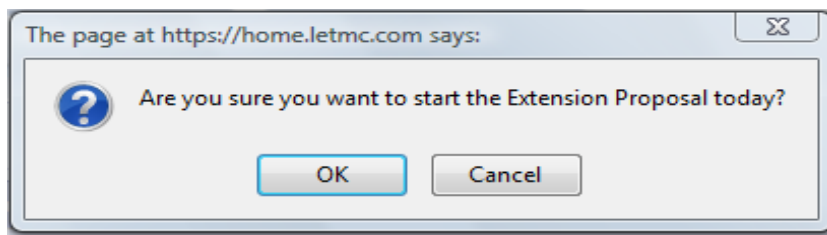
Extension Clauses:

cancel

* Please enter a reason for cancelling or rejecting the proposal.

The proposed extension will now be in Scheduled Proposals. Auto proposals will be found here automatically.

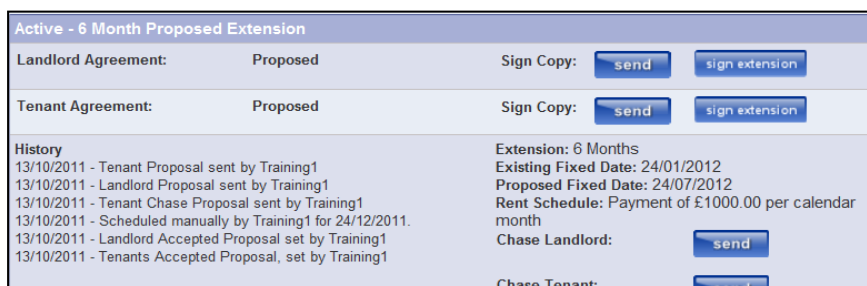
After Clicking the begin proposal button you will get confirmation pop ups.



This proposal is now in the Active Proposals tab



When Landlord and Tenant reply click on the accept button. If replies are still outstanding use the chase buttons. These buttons generate chase letters to the postbag.



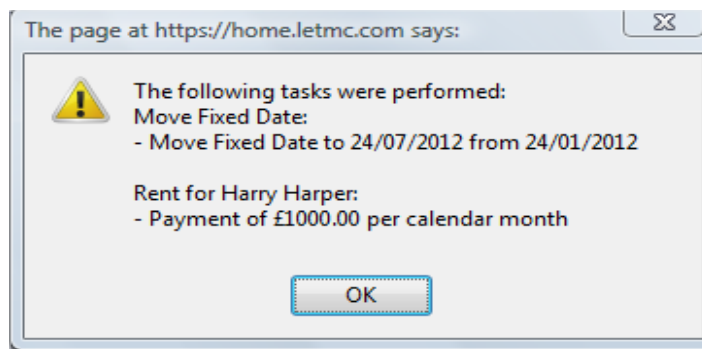
When confirmation has been received from the landlord and tenant, send the extension documentation by using the send button and the sign button when sent back. Notice that a history is being recorded of all steps.

Active - 6 Month Proposed Extension		
Landlord Agreement:	Proposed	Landlord Signed
Tenant Agreement:	Proposed	Tenants Signed
History 13/10/2011 - Landlord Proposal sent by Training1 13/10/2011 - Tenant Copy to Sign sent by Training1 13/10/2011 - Tenant Chase Proposal sent by Training1 13/10/2011 - Landlord Copy to Sign sent by Training1 13/10/2011 - Tenant Proposal sent by Training1 13/10/2011 - Scheduled manually by Training1 for 24/12/2011.		Extension: 6 Months Existing Fixed Date: 24/01/2012 Proposed Fixed Date: 24/07/2012 Rent Schedule: Payment of £1000.00 per calendar month Complete the Extension: 

Complete the extension by clicking the Go button.

Note: Make sure you have removed the end date before clicking the Go button

Confirmation



Scheduled Proposals (0)	Active Proposals (0)	Signed Proposals (1)	Cancelled Proposals (0)
SIGNED PROPOSALS (1)			
Signed - 6 Month Proposed Extension			
History 13/10/2011 - Landlord Proposal sent by Training1 13/10/2011 - Landlord Copy to Sign sent by Training1 13/10/2011 - Tenant Chase Proposal sent by Training1 13/10/2011 - Tenant Copy to Sign sent by Training1 13/10/2011 - Tenant Proposal sent by Training1 13/10/2011 - Scheduled manually by Training1 for 24/12/2011. 13/10/2011 - Landlord Signed Proposal set by Training1 13/10/2011 - Tenants Signed Proposal, set by Training1 13/10/2011- Proposal signed by all parties, tenancy extended by by Training1		Extension: 6 Months Existing Fixed Date: 24/01/2012 Proposed Fixed Date: 24/07/2012 Rent Schedule: Payment of £1000.00 per calendar month	
Extension Clause:			

Completed Signed Proposal

Fixed date of tenancy is now changed and if required go back to end tenancy and manage notices and enter an End Date

Managing Tenancy Extensions

Manage tenancy extension is found in the lettings section of the software

STARTED TENANCY EXTENSION PROPOSALS

Branch: Training Type: -- Any -- State: Started

Started: Between: 13 September 2011 and 13 October 2011 Managed By: Training Training1

Export

-- No Extensions --

If you are not using Property managed by Staff member no Proposals will show. Remember to set the managed by drop down menu to All staff

STARTED TENANCY EXTENSION PROPOSALS

Branch: Training Type: -- Any -- State: Started

Started: Between: 13 September 2011 and 13 October 2011 Managed By: Training All Training Staff

Export

Signed Tenancy(First Let) on 81 bishopas lane, rg31 6rj - Active

Landlord Agreement:	Proposed	Awaiting Reply
Tenant Agreement:	Proposed	Awaiting Reply
History		Extension: 6 Months
19/09/2011 - Scheduled automatically by the System for 18/02/2012.		Existing Fixed Date: 18/03/2012
13/10/2011 - Tenant Proposal sent by Training1		Proposed Fixed Date: 18/09/2012
13/10/2011 - Landlord Proposal sent by Training1		Rent Schedule: Payment of £900.00 per calendar month

Signed Tenancy(First Let) on 14 Ruthin Gardens, cf24 4au - Active

Landlord Agreement:	Proposed	Landlord Signed
Tenant Agreement:	Proposed	Tenants Signed
History		Extension: 6 Months
22/09/2011 - Tenant Proposal sent by Training2		Existing Fixed Date: 21/03/2012
22/09/2011 - Landlord Proposal sent by Training2		Proposed Fixed Date: 21/09/2012
22/09/2011 - Scheduled automatically by the System for 21/02/2012.		Rent Schedule: Payment of £100.00 per calendar month
22/09/2011 - Tenants Signed Proposal, set by Training2		
22/09/2011 - Landlord Signed Proposal set by Training2		

Click onto the edit button of any proposal you wish to manage. You will be able to go through all the screens as described earlier

