

## Overview

The Rent Increases function lets you generate rent change and rent charge letters based on the parameters entered.

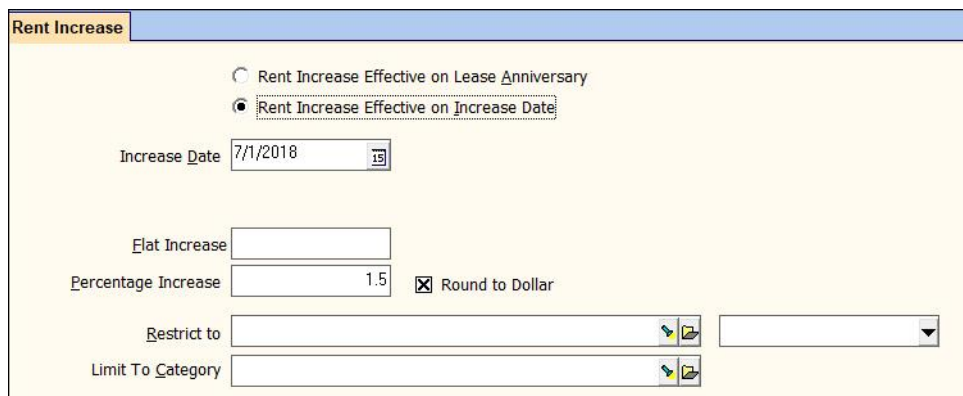
The Rent Increases function is found on the AR dropdown. When compiled and posted, the changes are entered as Rent Change line items in the Tenant Profile.

The rent increase (or decrease) can be effective either on the selected rent Increase Date or on the Lease Anniversary date (one year after the Lease Start Date in the Tenant Profile). The [Increase Date] is either the effective date or the starting point for the [Limit to Months] entry. The increase can be a Flat Increase amount or a Percentage Increase or a combination of both. The resultant increase can be marked as Round to Dollar. When you <Compile>, a list of rent increase candidates is displayed for review prior to posting.

Clicking the <Calculations> button will display the basis for the increase and new rent amount. Candidates can be skipped. A <Report> can be printed listing the effective date of the increase, old rent amount, increase amount and new rent amount. When you <Post> a rent change entry is added to the appropriate tenant profile.

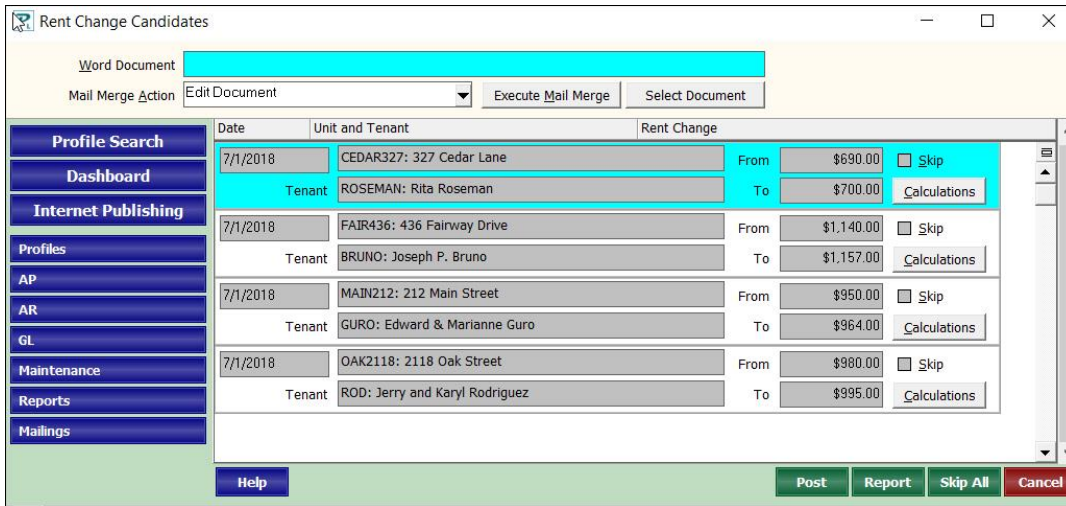
## EACH TIME - Generate Rent Changes

- Go to <<AR, Rent Increases>>.
- Enter your change parameters and click <Compile>.



The screenshot shows the 'Rent Increase' form with the following fields and options:

- Radio buttons for 'Rent Increase Effective on Lease Anniversary' (unselected) and 'Rent Increase Effective on Increase Date' (selected).
- 'Increase Date' field with the value '7/1/2018'.
- 'Flat Increase' field (empty).
- 'Percentage Increase' field with the value '1.5'.
- 'Round to Dollar' checkbox (checked).
- 'Restrict to' field with a dropdown arrow.
- 'Limit To Category' field with a dropdown arrow.



- Clicking on the <Calculations> button will display a screen showing the computations used for the rent increase.
- NOTE: You may want to generate rent increase letters prior to posting. See the How To document on [Mail Merge #291](#).
- You can print a report showing the before and after rent amounts.

Calculations		
	12/1/2017	Lease Start Date
	12/1/2018	Lease Anniversary
	7/1/2018	Rent Increase Date
	\$690.00	Rent on 6/30/2018
%	1.5	Percent Increase
=	\$10.35	Percentage Increase
	\$690.00	Rent on 6/30/2018
+	\$10.35	Percentage Increase
=	\$700.35	New Rent on 7/1/2018
	\$700.00	Round to Dollar

Apply Rent Changes					
June 22, 2018					
Unit	Tenant	Posting Date	Old Rent	New Rent	Rent Increase
327 Cedar Lane	Rita Roseman	7/1/2018	\$690.00	\$700.00	\$10.00
436 Fairway Drive	Joseph P. Bruno	7/1/2018	\$1,140.00	\$1,157.00	\$17.00
212 Main Street	Edward & Marianne Guro	7/1/2018	\$950.00	\$964.00	\$14.00
2118 Oak Street	Jerry and Karyl Rodriguez	7/1/2018	\$980.00	\$995.00	\$15.00
Willow Brooke 201	Thomas J. Steffel	7/1/2018	\$2,325.00	\$2,360.00	\$35.00
Willow Brooke Unit 202	Robert Spatz	7/1/2018	\$850.00	\$863.00	\$13.00
Willow Brooke Unit 203	Phyllis Schrader	7/1/2018	\$1,150.00	\$1,167.00	\$17.00
			\$8,085.00	\$8,206.00	\$121.00
		Count	7	7	7

- Click <Post> to record the rent changes. A rent change record will be added to each Tenant Profile.

The screenshot displays a software interface for managing a tenant profile. At the top, the tenant's name is "BRUNO, Joseph P. Bruno" with a "No Payments" checkbox and a "Status" dropdown menu set to "Current". An "Upload Manager" button is located to the right. The main area is divided into three sections: "Rent Changes", "Tax Information", and "Invoicing".

**Rent Changes:** A table with two columns: "Effective" and "Amount". The first row is highlighted in cyan and shows an effective date of "7/1/2018" and an amount of "\$1,157.00".

**Tax Information:** A section with a "Click To Display" button.

**Invoicing:** Contains two input fields: "Split Percentage" with the value "100" and "Split Maximum" with the value "\$25.00".

**Statements:** Includes a dropdown menu for statement type (currently "BASIC: Basic Statement"), a "Publishing" dropdown (currently "Do Not Publish"), and two checkboxes: "No Paper Statements" (unchecked) and "No Internet Statements" (checked).

At the bottom, a breadcrumb navigation bar shows the following steps: 1. Tenant, 2. Lease, 3. Rent Changes, 4. Recurring Charges, 5. Categories, 6. Documentation.