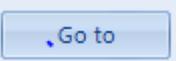
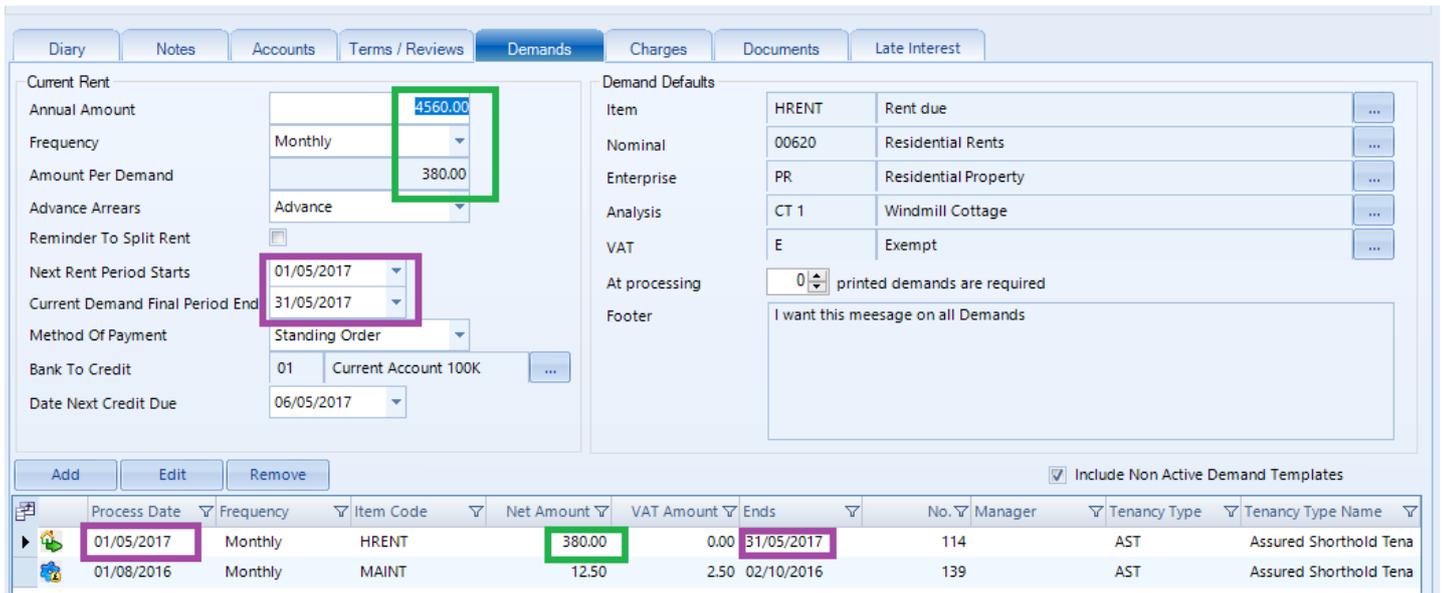


Hints and Tips to clear Property Verify

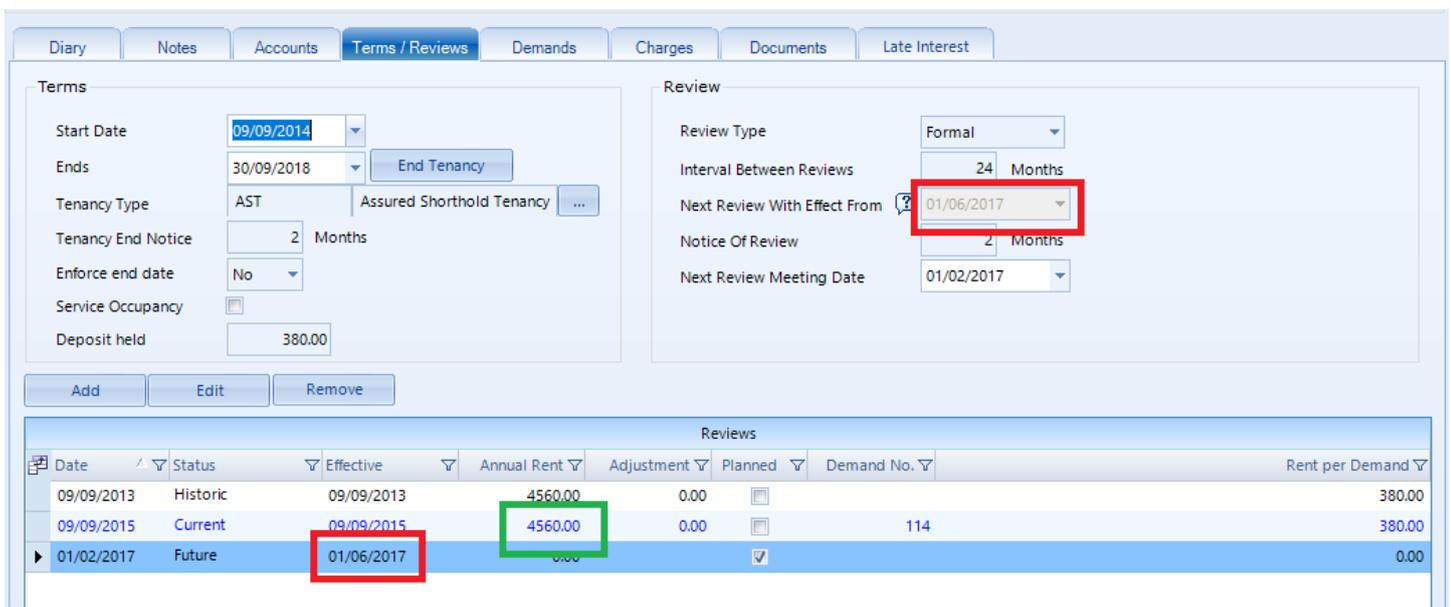
The property verify report is very descriptive and self-explanatory.

Most verify errors can be found and corrected in the Tenancy. If the error is a non-active

Property or Tenant code use the  button from the Tenancy which will take you to the Property or Tenant.



Process Date	Frequency	Item Code	Net Amount	VAT Amount	Ends	No.	Manager	Tenancy Type	Tenancy Type Name
01/05/2017	Monthly	HRENT	380.00	0.00	31/05/2017	114		AST	Assured Shorthold Tena
01/08/2016	Monthly	MAINT	12.50	2.50	02/10/2016	139		AST	Assured Shorthold Tena



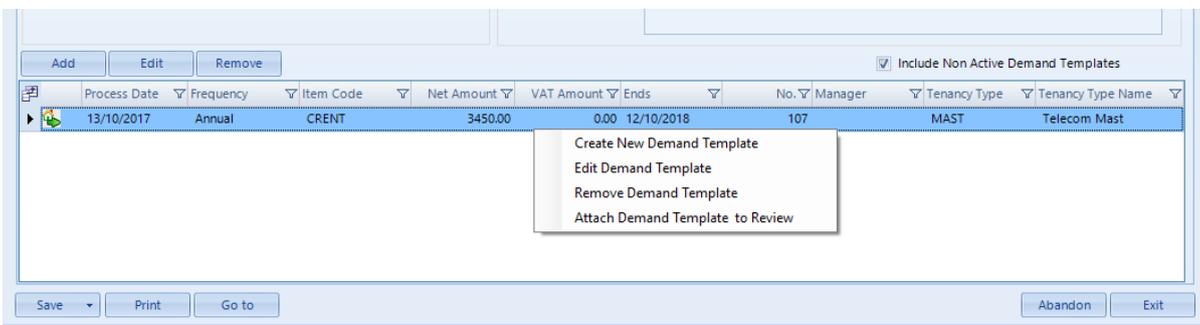
Date	Status	Effective	Annual Rent	Adjustment	Planned	Demand No.	Rent per Demand
09/09/2013	Historic	09/09/2013	4560.00	0.00	<input type="checkbox"/>		380.00
09/09/2015	Current	09/09/2015	4560.00	0.00	<input type="checkbox"/>	114	380.00
01/02/2017	Future	01/06/2017	0.00	0.00	<input checked="" type="checkbox"/>		0.00

Hints and Tips to clear Property Verify.

1. Check that the process date and end date of the demand agrees with the dates in the Tenancy details. – Edit dates.
2. Check that the end date of the demand is the day before the next review date in the review details (unless the demand has been rolled over and end date extended) – Edit dates.
3. Check that the Effective date on the Review agrees with the next review date in the details. – Edit the review and save to update details.
4. Check that the amount in the demand agrees with the amount in the demand details and the amount in the review. – Edit amounts.

Every Tenancy should have a Current Review and Current Demand Marked in blue.

To link a demand to a review right click on the demand and 'Attach Demand Template to Review'



The Item used in the demand should be the same Item showing in the demand details.

Edit the demand to identify any other non- active codes showing in red.

