

Revenue Management Using Rent Change Wizard

SiteLink 12/03

What Is The Rent Change Wizard?

The Rent Change Wizard is a series of steps that will guide you through changing or scheduling changes to rental rates based on certain criteria. It also allows you to track your competitors' rates.

When Should The Rent Change Wizard Be Used?

The Rent Change Wizard should be used when the rental rate of multiple units needs to be changed or scheduled to change based on certain criteria. It can also be used to print Rent Change Notices in a post card format.

How Does The Rent Change Wizard Work in SiteLink?

The Rent Change Wizard requires 3 steps. The first step is to choose the criteria, rent change, and effective date.

Included in this screen are the Price List and Occupied History reports to help guide your rent change decisions.

The second step is to verify and commit the changes to be made. At this step you can uncheck any of the units that may be an exception or any that you do not want changed.

Unit	Tenant (4)	Size	Concession Plan	DaysSame	StdRate	CurRent	NewRent
<input checked="" type="checkbox"/> 201	Carveight, Bill R	10x10		137	75.00	75.00	78.75
<input checked="" type="checkbox"/> 210	Grant, Horace W	10x10		217	75.00	75.00	78.75
<input checked="" type="checkbox"/> 212	Hodges, Craig S	10x10		204	75.00	75.00	78.75
<input checked="" type="checkbox"/> 262	Hodges, Craig S	10x10		137	75.00	75.00	78.75

Revenue Forecast

Current, Entire Facility:
 Gross Occupied Rent: \$350.00
 Actual Occupied Rent: \$350.00

Estimated after Change:
 Actual Occupied Rent: \$365.00

← Refresh

Select All Clear Selections Print List Commit Rent Changes

This step also shows a Revenue Forecast that has automatically calculated the Actual Occupied Rent after the change so you can compare it to the current Actual Occupied Rent.

Step three is to print the notices for the Scheduled Rent Changes that you have made.

Select a Notice Format

Post Card [Use Avery 8307 post cards, four cards/sheet](#)

Default One Page Notice

Preview Sample

Preview Post Card Front Side

Print Post Card Front Side

Printing Notices

1. Select the format for the notices.
2. The Default Notice can be edited in the Form Editor
3. Post Card Invoices cannot be edited and are formatted to fit on Avery 8307 form, 4 post cards/form.
4. You may also print labels.

Print Labels

Print Notices

The Rent Change Wizard allows you to print Rent Change Notices in the default one-page format or post card format.