

Rent Service
Scotland
Rent Officers

SME CRM Instructions

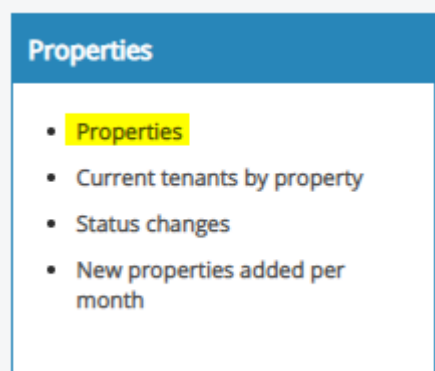
SME CRM

Using a software database to run a report of all active tenancies is the quickest, most efficient way of providing lettings information to the Rent Officer.

All information (however supplied) will be dealt with in confidence and in accordance with GDPR and Data Protection legislation.

To run a report

- Go to Admin > Exports
- Click on Properties export (screen as below)



- This will generate an excel spreadsheet with a list of all properties on your system.
- Edit report to include columns: Property, Street Name, Street Number, Flat Number, Area, Location, Postcode, Number of bedrooms, Rent, Tenancy entry date. Delete any other columns.
- Then either print or email as desired.
- Please e mail to rss.dundee@gov.scot

For more information please visit [About Rent Service Scotland - gov.scot \(www.gov.scot\)](http://www.gov.scot)

Full address | Part address | Postcode | Dwelling Type | Property type |
Beds | LR | Rent achieved | TSD | Furn | Export