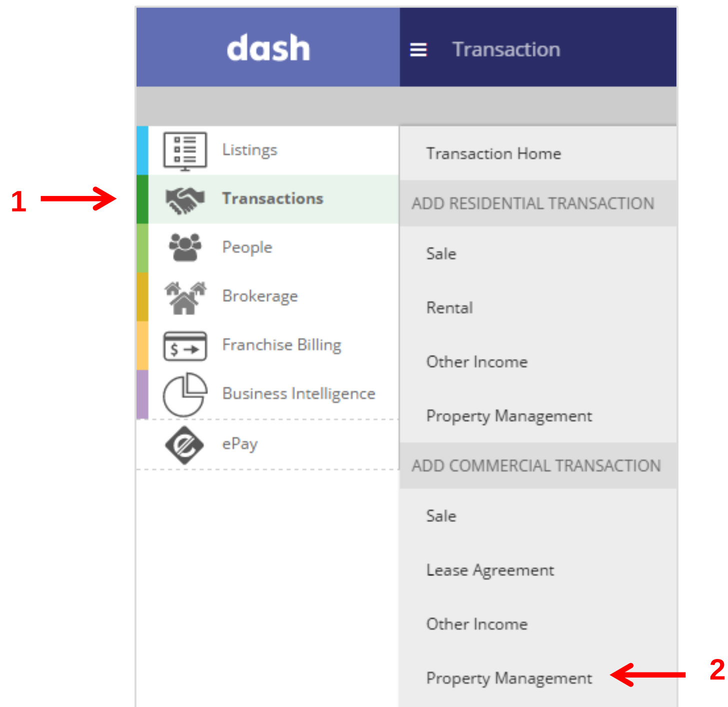
Add a Commercial Property Management Contract

Create a commercial property management contract by following the steps in this guide.

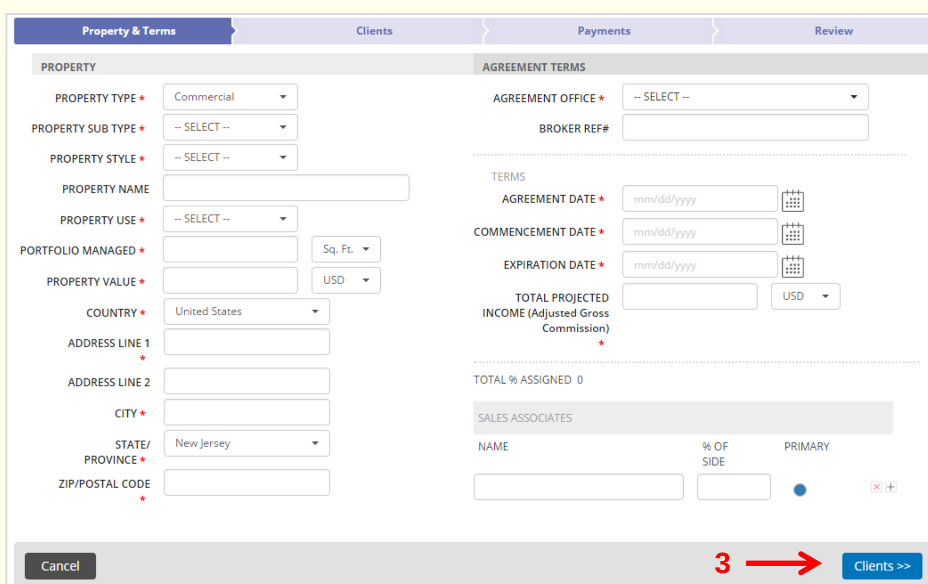
Fields marked with an asterisk (*) are mandatory.

1. Click **Transaction** on the left navigation menu.
2. Click **Property Management** under the section **Add Commercial Transaction**.

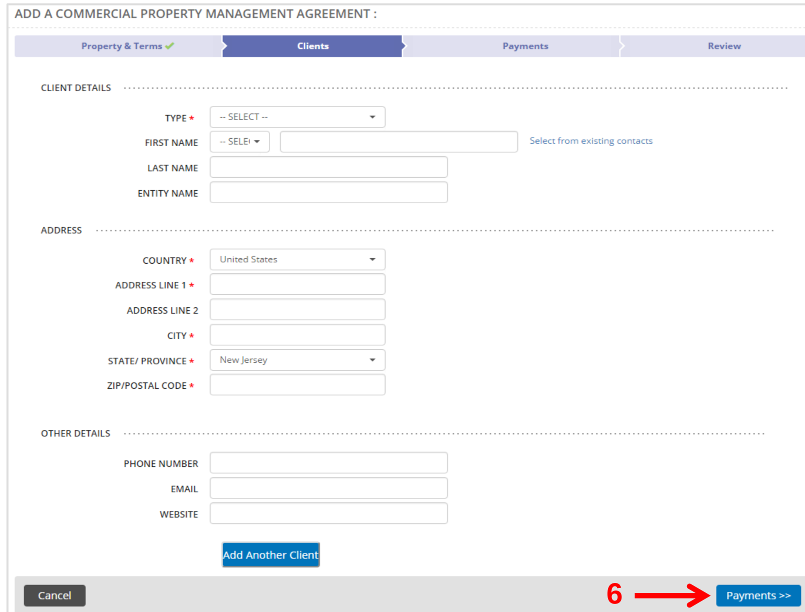


The **Add a Commercial Property Management Agreement** screen displays.

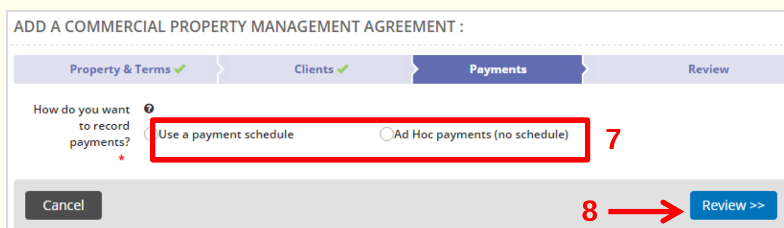
3. Complete the information required on the **Property & Terms** tab.
4. Click **Clients** to move to the next tab.



5. Complete the information required on the **Clients** tab.
6. Click **Payments** to move to the next tab.

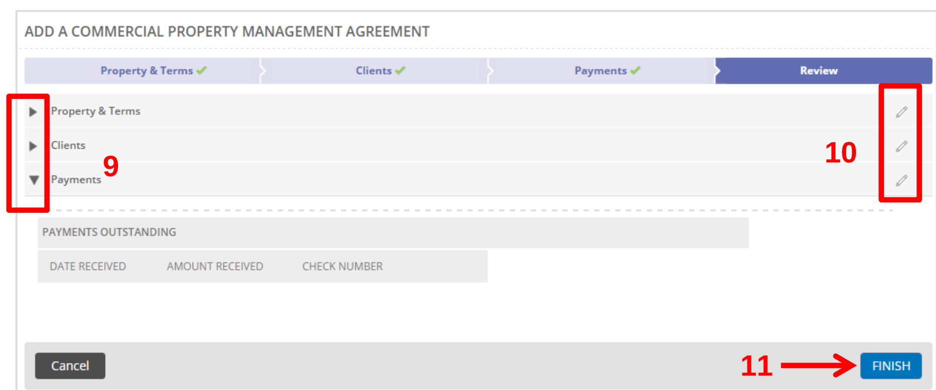


7. Indicate how you want to record payments, either by using a payment schedule or recording ad hoc payments.
   schedule or Ad Hoc Payments
8. Click **Review** to move to the next tab.



The Review tab displays, where you can review and confirm the information you have entered.

9. Click the arrow to expand a section so you can review the information.
10. To edit a section, click the pencil icon.
11. Click **Finish** to submit.



Result: A confirmation window displays, letting you know that the PM Agreement has been saved.

More Actions section allows you to print the Agreement, add another, return to the listings home page or to view the transaction.