

## Terminate or Renew a Property Management Contract

If the tenant must terminate the lease after a lease agreement has been executed, follow the steps in this guide to terminate the property management contract in dash.

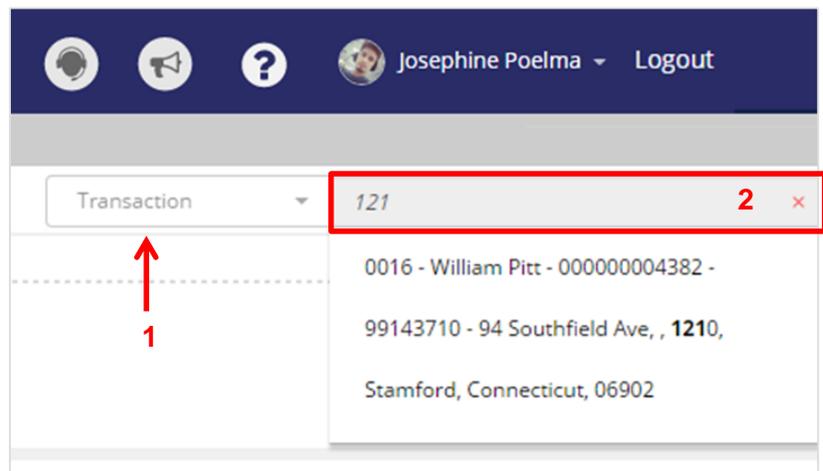
This guide also outlines the steps to renew agreements that are in 'Closed/Payment Pending' status.

Fields marked with an asterisk (\*) are mandatory.

### To Terminate a Property Management Contract:

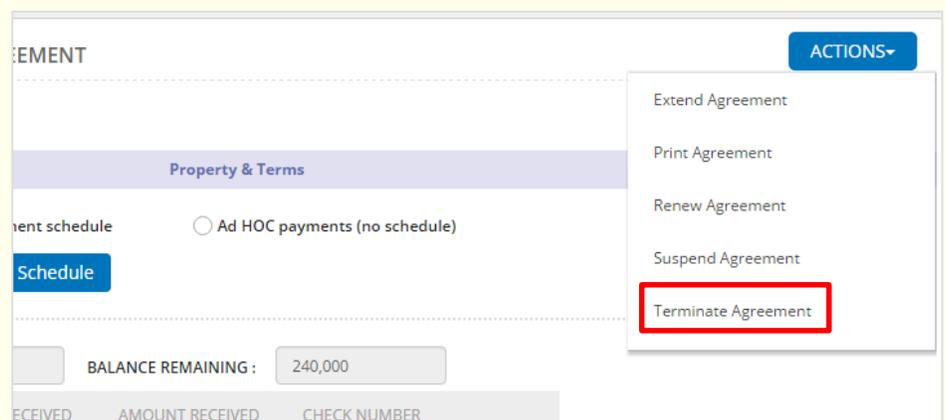
First, locate the agreement in dash.

1. Select **Transaction** from the drop down list.
2. In the Quick Search box on your dash homepage, type the transaction ID, MLS ID, or property address of the listing.
3. Click the record from the search results.



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

4. Click **Actions** on the top right hand corner.
5. From the drop down list, select **Terminate Agreement**.



A Terminate Agreement window displays.

- 6. Enter the **Terminate Date**.
- 7. Click **Terminate**.

TERMINATE AGREEMENT

Are you sure you want to Terminate this Agreement?  
The Agreement has Payments added, as such will be saved as 'Terminated' and cannot be reopened once saved!

TERMINATE DATE\*   ← 6

Cancel 7

A confirmation displays, letting you know that the agreement has been terminated successfully.

- 8. Click **OK** to return to the Transaction Home page.

Terminate PM Contract

Agreement Terminated Successfully

OK

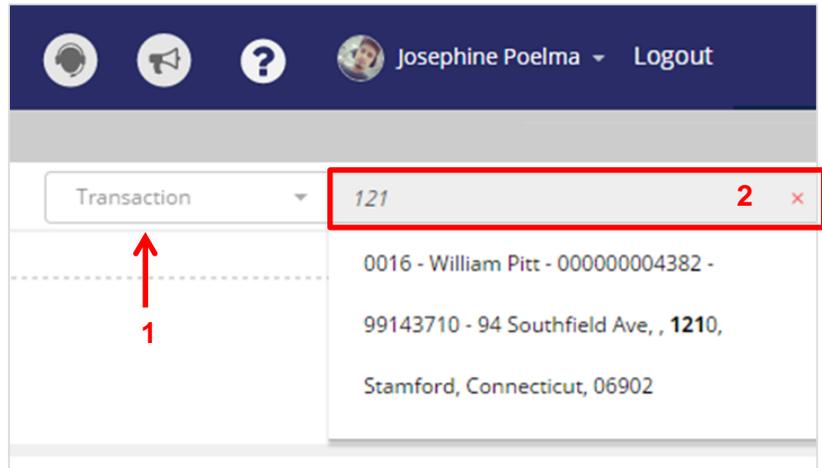
The transaction now shows a status of **Dead Deal**.

TRANSACTION ID	PROPERTY ADDRESS	STATUS
A00001	88 Murphy Lane, New Jersey, 07840	Dead Deal

### To Renew a Property Management Contract:

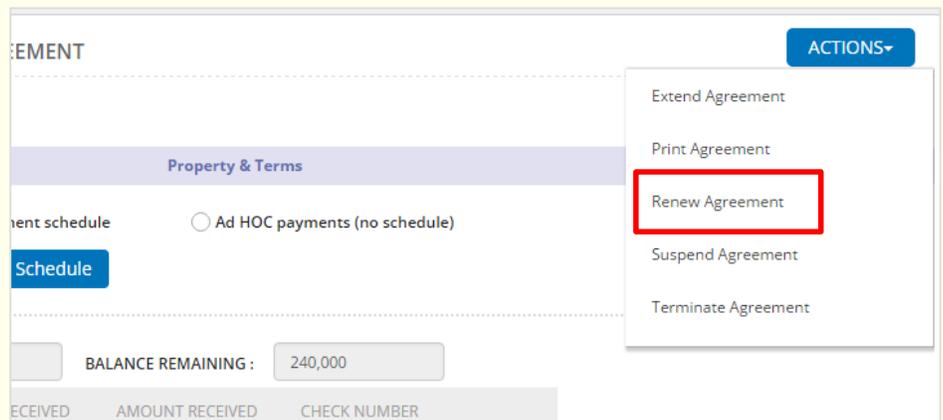
Locate the agreement in dash.

1. Select **Transaction** from the drop down list.
2. In the Quick Search box on your dash homepage, type the transaction ID, MLS ID, or property address of the listing.
3. Click the record from the search results.



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

4. Click **Actions** on the top right hand corner.
5. From the drop down list, select **Renew Agreement**.



The Add a Commercial Property Management Agreement screen displays.

- Update the agreement information as needed, by clicking each tab at the top of the screen.

- Click the **Review** tab to review your entries.
- Click **Finish** to save.

**7**

**8** → **FINISH**

A confirmation displays, letting you know that the agreement has been renewed.

**VIEW A COMMERCIAL PROPERTY MANAGEMENT AGREEMENT**

88 Murphy Lane New Jersey, 07840 | Transaction ID : A0003

(Agreement has been renewed from AgreementId:A00001)