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.



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

Proceeding & Transm		
Property & Terms	Print Agreement	
ent schedule O Ad HOC payments (no schedule)	Renew Agreement	
Schedule	Suspend Agreement	
	Terminate Agreement	
BALANCE REMAINING : 240,000		
ECEIVED AMOUNT RECEIVED CHECK NUMBER		

A Terminate Agreement window displays.6. Enter the Terminate Date.7. Click Terminate.	TERMINATE AGREEMENT Are you sure you want to Terminate this Ag The Agreement has Payments added, as suc TERMINATE DATE* Cancel	reement? ch will be saved as 'Terminated' and cannot be reopened once sav	ed! 7 Terminate
 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 A00001	PROPERTY ADDRESS 88 Murphy Lane, New Jersey, 07840	STATUS 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.

?	🧑 Josephine Poelma → Logout
Transaction -	121 2 ×
1	0016 - William Pitt - 00000004382 - 99143710 - 94 Southfield Ave, , 121 0, Stamford, Connecticut, 06902

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**.

EMENT		ACTIONS-
		Extend Agreement
Prop	erty & Terms	Print Agreement
ent schedule O Ad HOC payments (no schedule)		Renew Agreement
		Suspend Agreement
		Terminate Agreement
BALANCE REMAI	NING : 240,000	
ECEIVED AMOUNT RE	CEIVED CHECK NUMBER	

	ADD A COMMERCIAL PROPERTY MANAGEI	ADD A COMMERCIAL PROPERTY MANAGEMENT AGREEMENT				
	Property & Terms	Clients	Payments	Review		
ne Add a Commercial	PRODERTY					
Agreement screen displays.	PROPERTY SUB TYPE* Hospitality	•	AGREEMENT OFFICE *	0001 - 419 S Coit Street, 🔻		
	PROPERTY STYLE* Bed and Breakfast	•	BROKER REF#			
	PROPERTY NAME Lavender Spa					
. Opdate the agreement	PROPERTY USE* Use in a Business	•	TERMS			
information as needed,	PORTFOLIO MANAGED * 18,000	Sq. Ft. 💌	AGREEMENT DATE*	09-Feb-2017		
by clicking each tab at	PROPERTY VALUE * 800,000.00	USD 👻	COMMENCEMENT DATE*	09-Feb-2017		
the top of the screen.	COUNTRY United States 👻		EXPIRATION DATE*	09-Jun-2017		
	ADDRESS LINE 1* 88 Murphy Lane		TOTAL PROJECTED INCOME (Adjusted Gross	240,000.00 USD 👻		
	ADDRESS LINE 2		Commission)			
 7. Click the Review tab to review your entries. 8. Click Finish to save. 	ADD A COMMERCIAL PROPERTY MANAGEMENT Property & Terms PROPERTY PROPERTY PROPERTY TYPE PROPERTY STYLE PROPERTY Bed and Breakfast Lawrender 5 PROPERTY USE PROPERTY Use in a Business \$ \$ 000000 PORTFOLIO MANAGED 18000 Sq. PL COUNTRY ADDRESS S \$ 00000 COUNTRY ADDRESS COUNTRY ADDRESS COUNTRY C	NT AGREEMENT Clients ✓ Y SUB TYPE Y SUB TYPE Y VALUE LINE 1 LINE 1 LINE 1 LINE 3 OVINCE ENTITY NAME LOVELUE	AGREEMENT TERMS AGREEMENT OFFICE 0001 - 1415 S Colt Street, Florence AGREEMENT DATE reb 9, 2017 EXPIRATION DATE Jun 9, 2017 SALES ASSOCIATES TOTAL % ASSIGNED: 100 NAME % OF SIDE 05060 - Mary Fuller 100	7 Review BROKER REF# COMMENCEMENT DATE Fe0 9, 2017 TOTAL PROJECTED INCOME (Adjusted s240,000.00 PRIMARY PRESS LINE 1 Main Street		
	ADDRESS LINE 2 CITY EMAIL WEBSITE	STATE/PROVINCE New Jersey	ZIP/POSTAL CODE PHC 07840	INE NUMBER		
	Payments				0	
	NUMBER OF PAYMENTS FREQUENCY 12 Monthly	Jun 22, 2016				
	Caprol			。	EINIIGH	
				0	rivian	
A confirmation displays, letting you know that the agreement has been renewed.				FEMENIT		
	88 Murphy Lane New Jersey, 6	VIEW A COMMERCIAL PROPERTY MANAGEMENT AGREEMENT 88 Murphy Lane New Jersey, 07840 Transaction ID : A0003				
	(Agreement has been renewed from AgreementId:A00001)					