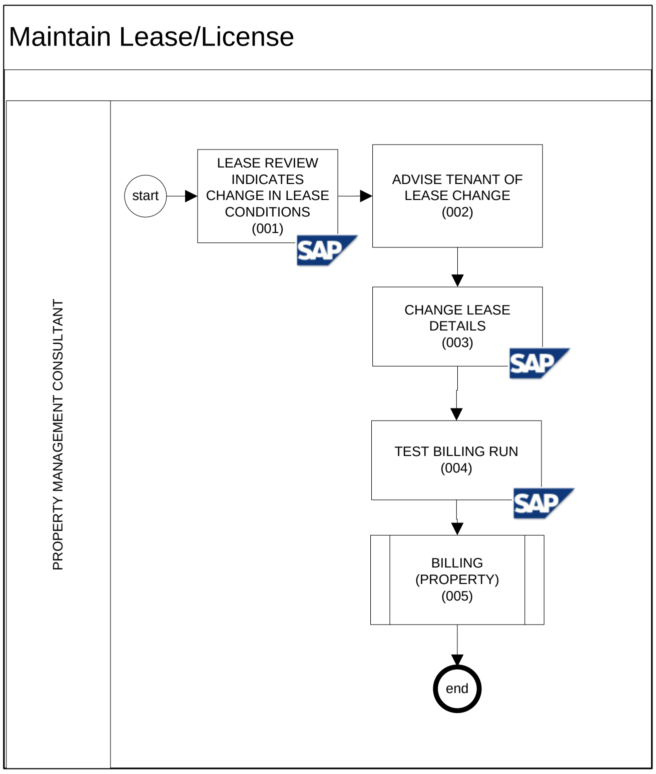
Maintain Lease/License (PM7.3)

This process details the steps required to alter the lease conditions (generally rent increases and decreases).

Process flow diagram

The process flow is shown below.



Process steps

The steps for this process are detailed below. All steps are completed by a Property Management Consultant.

Step	Action
1.	Perform a lease review that results in a change to lease conditions using transaction RE80. Refer to the RE80 (Maintain Lease Information) transaction guide for more detail.
2.	Advise the tenant of the change to conditions (e.g. Notice of rent increase to seek change to automatic payment form).
3.	Update the lease conditions including the start date of increases or decreases and the terms (etc.) using transaction RE80. Refer to the RE80 (Maintain Lease Information) transaction guide for more detail.
4.	Run a dummy billing run based on the Lease information to ensure that SAP creates the billing as expected using transaction RE80. Refer to the RE80 (Maintain Lease Information) transaction guide for more detail.
5.	Creating both the lease and a Business Partner type of Tenant kicks off the setup of billing for the lease or tenancy. This is automatically generated by the system and NZTA HNO Property Finance do the posting within the system. Refer to the AR07 Billing (Property) business process for more detail.

Business rules

There are no business rules for this process.