How to Add Renters and Set Up Recurring or One-Time Rent

Booth Rental Manager · https://haircutnow.com/docs/how-to-add-renters-and-set-up-recurring-or-one-time-rent/

Owners and authorized managers can add renters from Booth Rental Manager.

Add recurring rent

1. Find **Add a renter** and choose **Recurring rent**.
2. Enter the renter's name and contact information.
3. Enter the **Standard rent amount**.
4. Choose **Daily**, **Weekly**, **Biweekly**, or **Monthly**.
5. Set the due weekday or day of the month when shown.
6. Enter **Agreement starts** using the actual start date; past dates are allowed.
7. Complete **Import current balance**.
8. Choose an optional move-in special and series end.
9. Select **Add renter and recurring rent** and confirm the saved result.

The agreement shown here is the recurring accounting schedule. It does not by itself mean the renter has signed a written rental contract.

Add one-time chair rent

Choose **One-time chair rental**, enter the amount and chair rental date, and select **Add renter and one-time charge**. The form accepts today or a past date. This does not create an ongoing recurring series.

For an existing renter, use **Manage → One-time charge**.

Import a Walk-In Manager team member

Use **Import from Walk-In Manager** when the person appears in the list. Their details carry over; review and enter the separate rent terms. People who already have an active renter record are excluded from the import choices.

Choose portal access

Email is required when **Give this renter access to My Booth Rent** is enabled. You can turn access off and maintain the ledger without renter portal access. Phone is optional.

After saving

Check the renter’s row, amount, schedule, current balance, and access status. Creating a rent charge is separate from recording a payment.