How to End Recurring Rent or Remove a Renter

Booth Rental Manager · https://haircutnow.com/docs/how-to-end-recurring-rent-or-remove-a-renter/

Ending recurring rent and removing a renter from the active list are separate actions.

End recurring rent now

1. Open the renter's **Manage → End series**.
2. Review the renter and active series.
3. Add an optional ending note.
4. Select **End recurring series**.
5. Confirm the saved result.

This stops future recurring charges. Existing charges, payments, and any remaining balance stay in the records.

Schedule a future end

In **Manage → Details**, change **Series ends** to a specific date or a number of future charges and save.

Remove the renter from the active list

1. Open **Manage → Delete**.
2. Review the renter's name and balance.
3. Enter the required **Reason for deleting**.
4. Select **Delete renter**.

This archives the renter, ends any recurring series, and retains their rent history. It is not a permanent erasure of the financial records.

Find retained records

The dashboard’s **Deleted renters** section shows archived renters, deletion information, reason, and final balance. Historical accounting remains retained.

A remaining balance is not a payment

Ending a series or deleting a renter does not record money received or forgive a balance. Record actual payments or an appropriate documented correction separately.

If you only need to stop the renter from viewing their account, turn off My Booth Rent access instead of deleting the renter.