How to Set Move-In Specials and Change Recurring Rent

Booth Rental Manager · https://haircutnow.com/docs/how-to-set-move-in-specials-and-change-recurring-rent/

A move-in special applies a lower amount to the first selected number of scheduled rent charges, then automatically uses the standard amount.

Set a move-in special

1. Add a recurring renter or open an existing renter’s **Manage → Details**.
2. Set the standard amount and rent frequency.
3. Enable the introductory-rate option under **Move-in special**.
4. Enter **Introductory amount** and **Number of discounted charges**.
5. Review the displayed explanation and save.

For example, $100 for the first four weekly charges followed by $200 weekly changes to the standard amount after those four scheduled charges.

Charges, not payments

The introductory period is based on scheduled charge count. It is not extended because a renter pays late, pays partially, or makes several payments against one charge.

When editing an existing agreement, the screen shows how many scheduled charges are already confirmed and how many introductory charges remain.

Change future rent

Open **Manage → Details** to change the standard amount, frequency, due day, or series end. Select **Save changes**.

Changes apply to future generated charges. Existing ledger entries are not rewritten. Correct an existing charge through the ledger’s Edit control when needed.

Set the series end

During creation, choose indefinite, a number of rent charges, or an end date. When editing an existing series, **After future charges** refers to the remaining future charges specified on that screen.

To stop new recurring charges immediately, use **Manage → End series**.