


How to Extend a Resident's Stay

Description

Use this function if a Notice has been given by a Resident and the Resident is staying beyond the anticipated move-out date.

The system will automatically:

-  Change the lease suspend dates to reflect the new anticipated move-out date

Step by Step

- 1 Navigate to the Resident's record page
- 2 Click **Extend Stay**
- 3 Under **Extend Stay Until**, specify a new anticipated move-out date
- 4 Verify the data and click **Confirm Stay Extension**
- 5 Click **Save**

<input type="button" value="Save"/> <input type="button" value="Cancel"/>			
▼ Resident Information			
First Name	Lindsay	Last Name	Anderson
Resident Type	Resident		
Suspended Date	1/2/2014		
Suspended Date Services	1/2/2014		
Suspended Date Sharing	1/2/2014		
▼ Stay Extension Infomaton			
Extend Stay Until	<input type="text" value="1/13/2014"/>	[1/13/2014]	
Confirm stay Extension	<input checked="" type="checkbox"/>		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			