

How to Combine Suites

Description

Use this function to combine two suites. This is done when a Resident resides in, and pays for, multiple suites and a Community would like to show the suites as one in the suite count.

Step by Step

- 1** Navigate to the record of the Suite you would like to exclude. For example, if you are combining suites 201 and 202 and would like to call the new suite 201, open the suite record for 202.
- 2** Select *Combined* as the **Suite Status**
- 3** Check off **Exclude In Suite Count**
- 4** Click **Save**

Suite Detail

3
Save Cancel

▼ General

| | | | |
|---------------------------|---|---------------------|-----------|
| Suite ID | 202 | Default Lease Type | Permanent |
| Suite Type | | Model | |
| Model Name | | Model Suite Type | |
| Community | iaRetirement - GTA | Floor | 2 |
| Market Ready | <input type="checkbox"/> | Room Activity Notes | |
| Suite Status | Combined 1 | Visiting Resident | |
| Suite Configuration | | Condo Fee | |
| Date Available | | Investor | |
| x2 Group | <input type="checkbox"/> | Lifestyle Program | |
| Renovation Contract Date | | | |
| Available to Show | <input type="checkbox"/> | | |
| Available to Show Comment | | | |
| Date Vacant | | | |
| Last Bill End Date | | | |

▼ >

Suite Bookings

| Suite Bookings | |
|----------------|--|
| | |
| | |

▼ Description

| | | | |
|-------------------|--------------------------|------------------------|--|
| Sq. Footage | 550 | Mailbox # | |
| Maximum Occupants | | Model Suite | <input type="checkbox"/> |
| Tub/Shower | | View | <input type="checkbox"/> |
| Furnished | | Date Last Renovated | |
| Secure Suite | <input type="checkbox"/> | Date Next Renovated | |
| Assisted Living | <input type="checkbox"/> | Exclude In Suite Count | <input checked="" type="checkbox"/> 2 |

