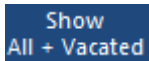
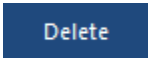
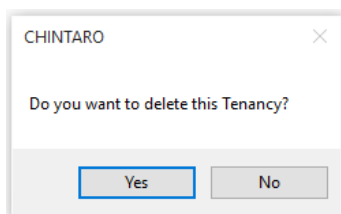


## Deleting a Tenancy

You are able to delete a Tenancy Record in Chintaro.

- From the Tenancy Record, ensure there is only 1 transaction in the Tenancy Transactions ledger with \$0.00 value. This will usually be the opening balance. If the opening balance has been deleted, enter one transaction of \$0.00 again.
- Vacate the Tenant on the same day as the Tenancy Start Date.
- Exit the Tenancy Record, and go back in via the Tenancy Search Screen (Clicking  will display the Vacated Tenancy Record).
- If the Tenant had one transaction of \$0.00 in the Tenant Transactions ledger, and they were Vacated on the same date as the Tenancy Start Date, there will now be a  button where the previous Active/Vacate button was.
- Click Yes to the warning message asking if you want to delete the Tenancy.



- The Tenancy Record will be deleted.