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Tenant recurring charges

A **recurring charge** is an automated posting mechanism that shows money owed from a resident based on a pre-set frequency.

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For example:

- Whenever a new Association Owner is set up as a resident, a recurring charge for association fees is automatically set up.
- I use recurring charges to automatically post both association fees as well as trash removal charges.
- Recurring fees make staying on top of how much residents owe easier than manually entering each and every charge as they occur.

A recurring charge is a reminder to the software to automatically charge the tenant for something in the future. The most common type of recurring charge on a tenant ledger is a rent charge.

Add a tenant recurring charge

Save time! [Enter bulk charges](#) if you need to add more than one recurring charge at a time.

1. Go to the **Rentals menu**.
2. Go to the **Leases page**.
3. Click the tenant's lease.
4. Click the Financials tab.
5. Click the **Recurring Transactions** link.
6. Click [Add recurring charge](#).

