Run Rentals and Property Management in Pipeline

Last Modified on 09/04/2026 11:15 am EDT

Pipeline has no property-management mode. It does have every part you need to build one — and to keep a $1,800 lease from dragging down your average sale price.

Introduction

Pipeline was built for sales, and that shows: there are no Landlord and Tenant fields, no rent field, no lease-renewal report. Plenty of offices run their rentals in it anyway, and they all do roughly the same five things.

The pattern is to borrow the sales fields for the rental facts, mark every rental with a label so you can pull it out again, park finished leases in a status that archives them, and keep the rental money out of the sales numbers. None of it is exotic. Decide it once, on purpose, rather than improvising deal by deal.

When to Use This

- Your office manages rentals alongside sales and both have to live in the same account.
- Rentals are dragging down your average sale price, and the report has no way to exclude them.
- You need to hand someone a list of just the leases and there's nothing to filter on.
- Leases sit on your agents' active transaction lists long after the tenant moved in.
- You went looking for Landlord and Tenant fields and couldn't find them.

Why This Keeps Your Numbers Honest

The instinct is to enter a rental exactly like a sale and sort it out later. Later never comes, and by year end the aggregate report has $1,800 leases averaged in with $450,000 closings — so the average sale price your broker quotes is wrong, and there's no filter that fixes it after the fact.

Deciding up front where the rent goes and how you record the commission costs you about a minute per rental and makes every downstream report trustworthy. It's the difference between a system that has rentals in it and a system you can actually report from.

1. Label Every Rental

This is the piece that makes all the rest possible. A *Rental* or *Lease* label sits alongside the status on your Transactions list, so you can spot a rental at a glance, and it's what you filter and search on when you need the rentals separated out. It also carries through to your downloaded spreadsheets as its own column.

Labels classify your transactions by property type, and they drive the checklists Pipeline auto-assigns.

See Transaction Labels

2. Put the Landlord and Tenant in the Sale Fields

Borrow the fields Pipeline already has. The landlord or property owner goes in **Seller**, the tenant goes in **Buyer**, and the monthly rent or total lease value goes in **Sale Price**. Everything a lease has that a sale doesn't — term, renewal date, unit number, management terms — goes in More Info if agents should see it, or Admin Info if only staff should.

See and update the information that makes up a transaction — its dates, prices, agents, docs, and more.

See Transaction Details

> Permission categories stay Buyer and Seller too — there's no Landlord/Tenant category, and there doesn't need to be, since neither of them has a Pipeline login in the first place.

3. Add a Leased Status Under the Closed Category

A signed lease is finished work, and it should leave your active list the way a closed sale does. Create a status that says what it means to your office — *Leased*, *Rented*, *Property Management — Current* — and file it under the **Closed** category.

The category is the part that matters. Filed under **Other**, which is where this status usually ends up, the transaction stays on every agent's active list forever and never enters a monthly backup. Filed under Closed, it archives itself.

Statuses mark where each transaction stands in its lifecycle — so your team reads any file at a glance.

See Transaction Statuses

4. Keep Rental Money Out of Your Sales Averages

Running the Commission Module? This is the step that protects your reports. Set up a rental commission basis and use it for leases, and enter **$0** for sale price and sales volume on the rental's commission — the commission still counts, the phantom sale doesn't. That's what stops a year of leases from pulling your average sale price down.

Without the Commission Module, do the equivalent outside Pipeline: download a spreadsheet of your closed transactions and subtotal by the label column, so sales and rentals stay separate.

Take your transactions out of Pipeline as a spreadsheet — search and sort first, and download exactly the list you shaped.

See Transaction Spreadsheet Downloads

> The aggregate reports are built to summarize everything, and there's no switch to exclude a transaction type from them. The zeroed sale price and volume are what keep the rentals from distorting the figures — not a filter you can apply afterward.

5. Let the Label Drive the Rental Checklist

Set a checklist template to add itself to a transaction the moment that transaction's status, side, or label matches the rule you choose.

See Checklist Auto-Apply Rules

6. Give Rentals Their Own Location When the Volume Justifies It

Once property management is a real part of the business rather than an occasional deal, most offices stop separating rentals inside one Location and give them their own. Same account, own users, own permissions, own transaction list — and the sales side never sees them at all.

Add a Location to give an office, team, or group its own users, transactions, and permissions.

See Adding a Location

> Leases that renew, and commissions that arrive monthly rather than all at once, are a separate job with a separate mechanic. See Track a Lease or Commission That Renews Every Period.