

# Properties

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A property management company, *Valley Rental*, maintains a spreadsheet with a list of their properties and who is currently renting, along with the history of previous renters.

During this study you are the person responsible for maintaining this spreadsheet. This means you should edit the spreadsheet to fully complete the tasks.

*Valley Rental* has just expanded their available properties.

## **Task 1:**

**Add the new rentals to the spreadsheet. The new rentals are on the next pages. Do not change the old rentals during this task!!**

*Ensure that no information is left out of the spreadsheet! For data in the forms that doesn't have a corresponding spreadsheet column, you should add a new column and insert the data.*

The last person who changed the spreadsheet made a few errors.

**Task 2:** *Fix these errors in the spreadsheet:*

- The correct address of **property 16** is **5 Novar Dr.**;
- The name of the **renter 76** is **Dave**;
- The name of renter 56 is **Raul** and the name of renter 55 is **Aline**.

In order to keep their renters and properties' owners happy and to improve the offered service, the manager of *Valley Rental* must have up-to-date numbers.

**Task 3:** *In the worksheet "statistics" there are some tables to fill in. Fill those tables with the correct numbers. Some of the tables may require a calculation of values in the spreadsheet. If you need, you can calculate these values in the spreadsheet.*

## New Renter Information 1

Name of renter \_\_\_\_\_ Number (office use only): \_\_\_\_\_

Renter's phone number: \_\_\_\_\_ Renter's E-mail: \_\_\_\_\_

Property nr: \_\_\_\_\_ Property address: \_\_\_\_\_

Country: \_\_\_\_\_ Rent per day: \_\_\_\_\_ Number of rooms: \_\_\_\_\_

Owner name: \_\_\_\_\_ Owner nr: \_\_\_\_\_ Owner's email: \_\_\_\_\_

Rental Start Date: \_\_\_\_\_ Rental End Date: \_\_\_\_\_

## New Renter Information 2

Name of renter \_\_\_\_\_ Number (office use only): \_\_\_\_\_

Renter's phone number: \_\_\_\_\_ Renter's E-mail: \_\_\_\_\_

Property nr: \_\_\_\_\_ Property address: \_\_\_\_\_

Country: \_\_\_\_\_ Rent per day: \_\_\_\_\_ Number of rooms: \_\_\_\_\_

Owner name: \_\_\_\_\_ Owner nr: \_\_\_\_\_ Owner's email: \_\_\_\_\_

Rental Start Date: \_\_\_\_\_ Rental End Date: \_\_\_\_\_ New Renter  
Information 3

Name of renter \_\_\_\_\_ Number (office use only): \_\_\_\_\_

Renter's phone number: \_\_\_\_\_ Renter's E-mail: \_\_\_\_\_

Property nr: \_\_\_\_\_ Property address: \_\_\_\_\_

Country: \_\_\_\_\_ Rent per day: \_\_\_\_\_ Number of rooms: \_\_\_\_\_

Owner name: \_\_\_\_\_ Owner nr: \_\_\_\_\_ Owner's email: \_\_\_\_\_

Rental Start Date: \_\_\_\_\_ Rental End Date: \_\_\_\_\_

#### **New Renter Information 4**

Name of renter \_\_\_\_\_ Number (office use only): \_\_\_\_\_

Renter's phone number: \_\_\_\_\_ Renter's E-mail: \_\_\_\_\_

Property nr: \_\_\_\_\_ Property address: \_\_\_\_\_

Country: \_\_\_\_\_ Rent per day: \_\_\_\_\_ Number of rooms: \_\_\_\_\_

Owner name: \_\_\_\_\_ Owner nr: \_\_\_\_\_ Owner's email: \_\_\_\_\_

Rental Start Date: \_\_\_\_\_ Rental End Date: \_\_\_\_\_



