

Step-by-Step

Guide for Realtors & Landlords



STEP 1 | Create an account

Creating a Realtor account is a one-time process which allows all current and future listings to connect to you at Go4Rent.com. If the home is listed on the MLS, it will automatically pull into Go4Rent.com thus eliminating the need to manually list homes. (See Exhibit A)

(MLS ID)

Note: For Houston Realtors, this is the information used to identify them in their MLS (Public ID). For all other Realtors, this is their state issued license number.

Listings Tab

While logged into your account, you may add the landlord to each listing. This will provide the landlord with access to applications and background checks without the need of printing or emailing documents to the landlord.

Please see Adding a Landlord for more details.

Applications Tab

Here is where you will find all of your current and previous lease applications. In this tab, you can accept payment, reject payment, approve, or deny applications.

Profile Tab

The Profile Tab allows you to add all of your social media channels to your Go4Rent Realtor page. We've also included an area where you can write information about yourself.

Settings Tab

Within the Settings Tab you can select your default required documents and change your Tenant Selection Criteria. Go4Rent uses a system wide default.

Tenant Selection Criteria (TSC)

You may change the TSC for each listing by changing the TSC on the Listings tab or enter your own default from the Settings tab.

Exhibit A

The screenshot shows a registration form for a Realtor/Listing Agent. At the top, there are three tabs: 'Renter' (blue), 'Realtor/Listing Agent' (yellow), and 'Landlord' (light blue). The 'Realtor/Listing Agent' tab is selected. Below the tabs are three columns of text describing each role. The form fields include: Company (Great Realty), First Name (John), Last Name (Smith), Email (john@company.com), Password (with a note: Passwords should be at least 8 characters in length), Confirm Password, MLS ID (j0c123), License No. (123456), Mobile Phone (505-505-5555), Address (1234 5th St, PO Box 100), City (Anytown), State (CA), and Zipcode (91100). There are 'Cancel' and 'Create Account' buttons at the bottom.

STEP 2 | Instruct all applicants to apply at Go4Rent.com

Update your lease listing's MLS Agent Remarks, Private Remarks, App Instructions, or Agent Instructions Public with "Apply at Go4Rent.com."

Apply at Go4Rent.com. Applicants will complete an online lease application procedure, thus upload supporting documents, and pay their application fee."

This statement informs the tenant's Realtor about your application process and procedure thus, eliminating the need to contact you and inquire about your application process.

Exhibit B



Applicants can search for the listing from Go4Rent.com by using the listing's address, street name, or MLS number.

Exhibit C

Additionally, applicants can select the listing by visiting your Go4Rent.com listing page. To find your listing page from the home page, select Find A Realtor. On the Find a Realtor page, enter your name.

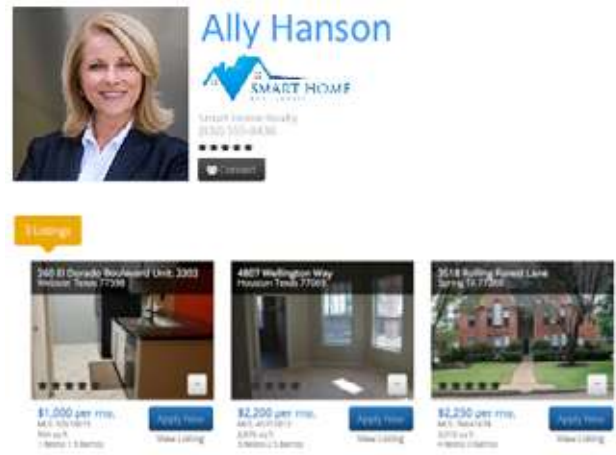
When an applicant completes the application process, you will receive an email and text message informing you of a new application for your listing.

Text Message Example

If you have linked the landlord to the listing, the landlord will receive an email notification, too.



Exhibit D



While on the Realtor's listing page, applicants can view all the listings associated with the Realtor.

STEP 3 | Application Received

1. Log into your Go4Rent dashboard and click the Applications tab.

Here, you can view the lease application along with its supporting documents. If you wish to proceed with the application, click Accept Payment.

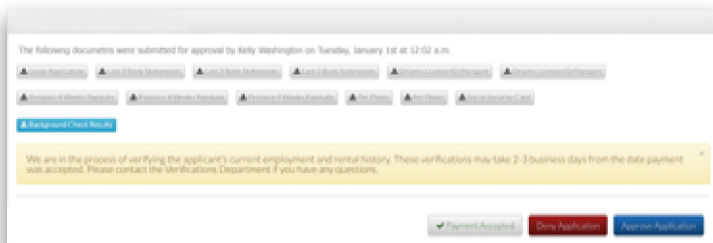
The applicant is not charged an application fee until the Accept Payment button is clicked.



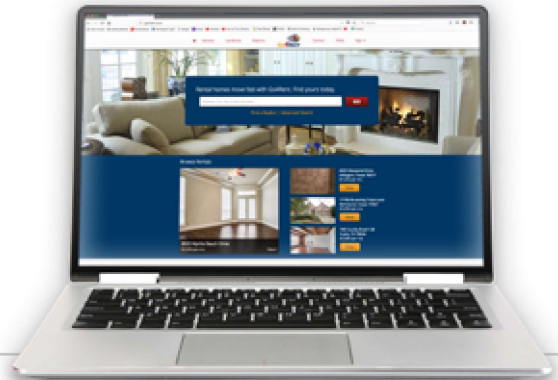
2. Clicking the Accept Payment button does the following:

Orders the instant background check (credit report with score, criminal, and eviction checks). A blue Background Check Results button will appear.

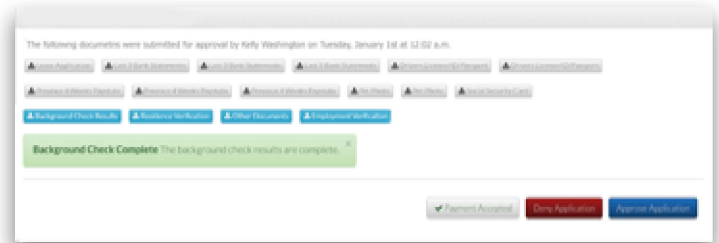
Sends a notification to our back office to start verifying the applicant's current employment and rental history. The verifications are completed manually and may take 2-3 business days to complete.



3. Once the verifications are complete and uploaded onto your dashboard, Go4Rent will send you an email notification. Log onto your Go4rent dashboard to view the completed verifications of employment and rental history.

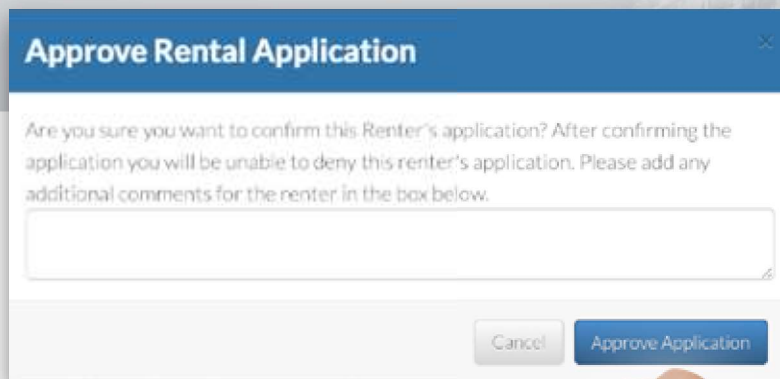


4. When logged into your dashboard and on the Applications tab, you will see additional blue boxes containing the completed Verification of Employment and Verification of Rental History.



STEP 4 | Render a leasing decision

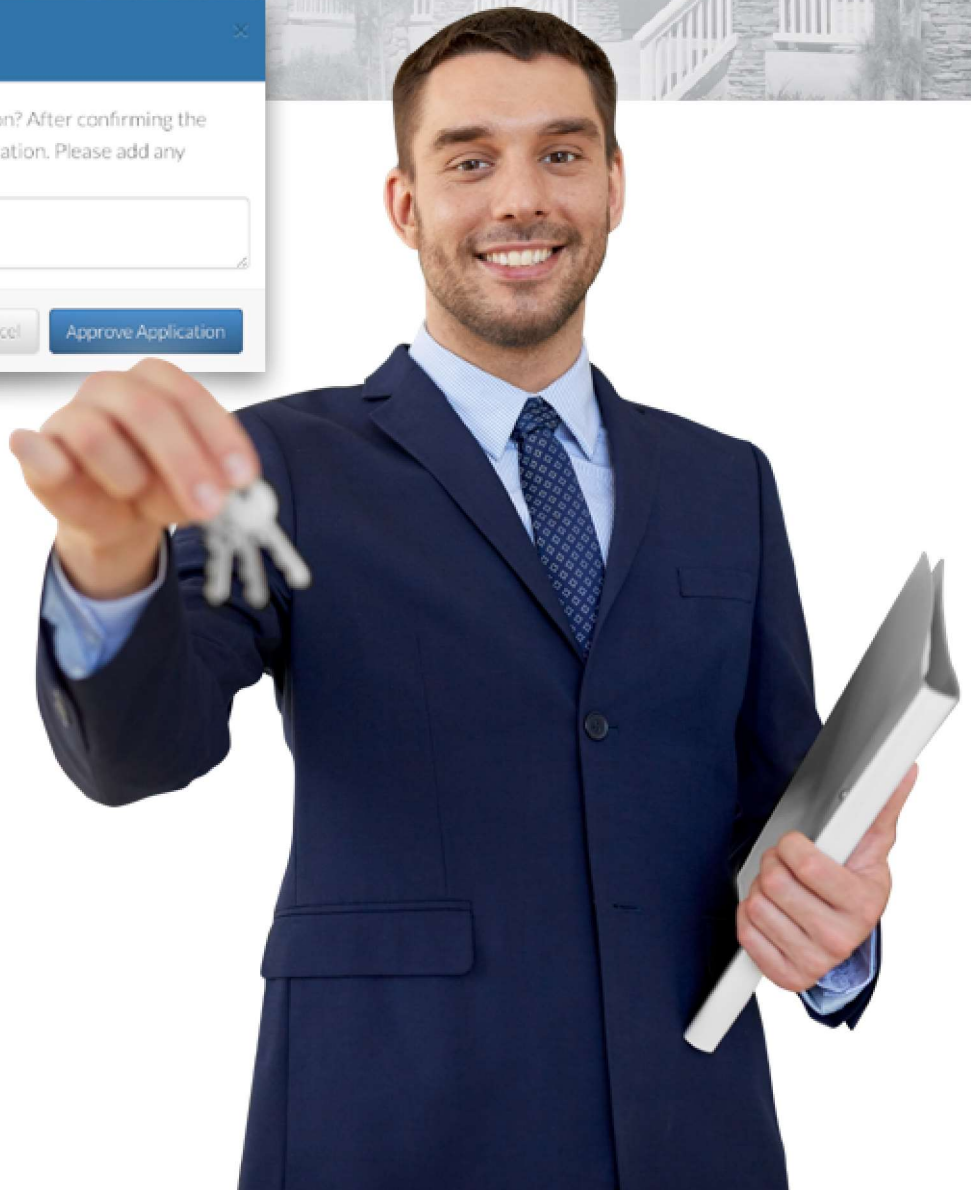
You may render a leasing decision directly into Go4Rent.com. Doing so will send an email to the applicant informing them of your decision. When rendering a decision, you may also provide additional information to the applicant.



Approve Rental Application

Are you sure you want to confirm this Renter's application? After confirming the application you will be unable to deny this renter's application. Please add any additional comments for the renter in the box below.

Cancel Approve Application



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