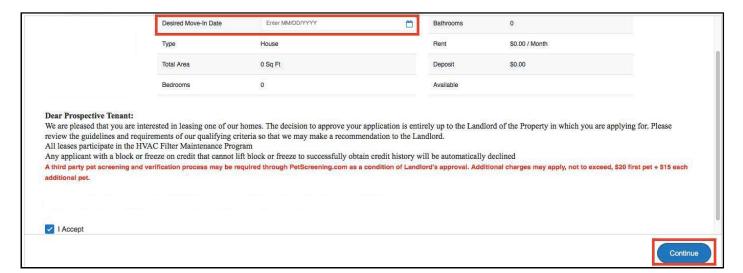# Tenant Application Portal Instructions

GETTING STARTED

- Visit our website, locate the property under "Available Properties", click "View Details", and then click "Apply Online."
- Review the qualification criteria before clicking "Begin Application".
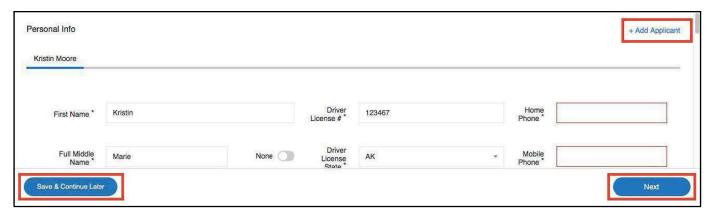

REGISTRATION

- Enter your "Desired Move In Date", accept the "Terms & Conditions", then click "Continue".
- Enter your name and email address before clicking "Continue". All adults must use a separate email for registration.
- A welcome email will be sent containing a link that can be used to return to the application, if you choose to save and finish later during the process. The link does not expire.
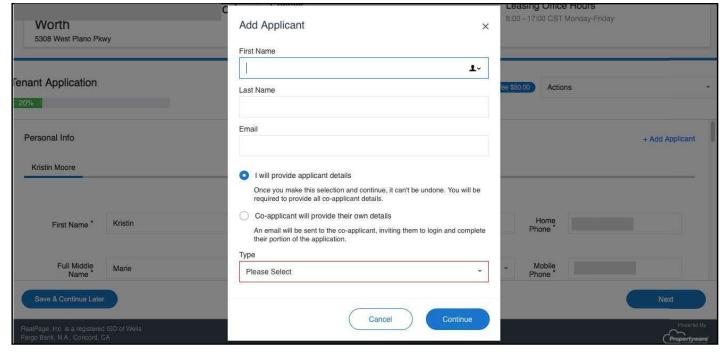
Tenant Application Portal Instructions

PERSONAL INFORMATION

- Enter your personal information, current and prior addresses, into all fields.
- From the "Personal Information" screen, additional applicants can be added by clicking the "+Add Applicant" button in the upper right. Additional applicants must be added before moving on to the next page. All adults aged 18+ must be listed as co-applicants.
- Note: Click "Save & Continue Later" at any time during the application process.
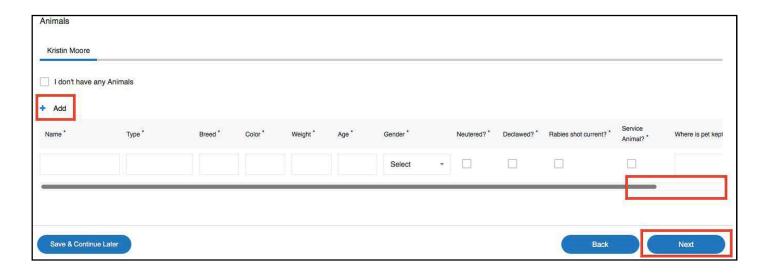

ADDING AN APPLICANT

- Click the "+Add Applicant" button. Enter additional applicant's name and email.
- Supply the co-applicant's data OR indicate the co-applicant will provide their details. This option results in an email being sent to the co-applicant inviting them to complete their parts of the application.
- To provide the additional applicant's information, another "Personal Information" screen will appear to enter the information. Each co-applicant must use a separate email to register.

Tenant Application Portal Instructions

EMPLOYMENT, ANIMALS & VEHICLES

- Enter all employment history, animals and vehicles that will reside at the property.
- Click the "+ Add" button to add line items for each category of information.
- Scroll across the page to see all required fields before clicking "Next".

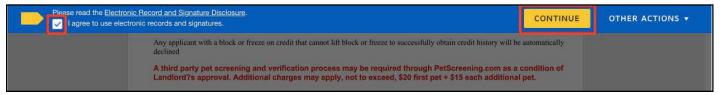
BACKGROUND & OTHER INFORMATION

- Enter all required fields related to background verification and other lease information. Click "Next".
- Read all "Terms & Conditions", then click "Next".
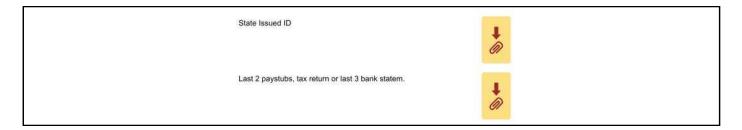
Tenant Application Portal Instructions

COMPLETING DOCUSIGN

- The "Docusign" document summarizes the information entered into the application. Provide your digital signature affirming all information is correct.
- Check the box to indicate your agreement to utilize Docusign, then click "Continue".

- Docusign will prompt you through the document to review the text and sign where required.
- Click within the document to upload your supporting documents. Follow the prompts to add required documentation.
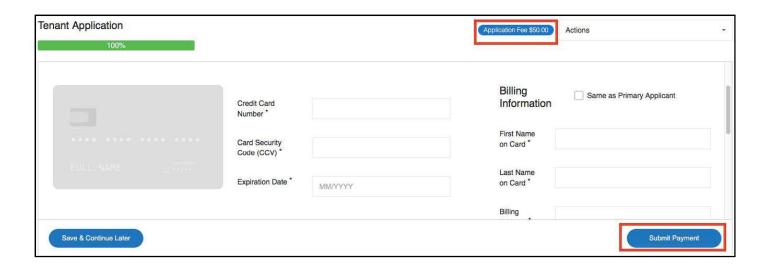

- Click the "Finish" button within the Docusign screen.
- Co-applicants will receive their own "Docusign" document to complete. Once all "Docusign" documents have been completed, click the "Next" button.

Tenant Application Portal Instructions

FINAL: APPLICATION FEE PAYMENT

- Enter credit card and billing address information. Click the "Submit Payment" button.
- The application fee amount is shown in the upper right portion of the screen.

- Payment confirmation will display, providing a payment receipt that your application has been submitted.