

# 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".

**TENANT SELECTION CRITERIA & TERMS AND CONDITIONS**

A nonrefundable Rental Application Fee \_\_\_\_\_ per applicant must be paid at the time the application is submitted. This rental application fee includes payment to the credit reporting agency and is payable on your credit or debit card.

**By clicking the Begin Application button below, it is agreed and understood that you have read the tenant selection criteria and accept all terms and conditions of the application process.**

**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.

Desired Move-In Date	Enter MM/DD/YYYY	Bathrooms	0
Type	House	Rent	\$0.00 / Month
Total Area	0 Sq Ft	Deposit	\$0.00
Bedrooms	0	Available	

**Dear Prospective Tenant:**  
 We are pleased that you are interested in leasing one of our homes. The decision to approve your application is entirely up to the Landlord of the Property in which you are applying for. Please review the guidelines and requirements of our qualifying criteria so that we may make a recommendation to the Landlord.  
 All leases participate in the HVAC Filter Maintenance Program  
 Any applicant with a block or freeze on credit that cannot lift block or freeze to successfully obtain credit history will be automatically declined  
**A third party pet screening and verification process may be required through PetScreening.com as a condition of Landlord's approval. Additional charges may apply, not to exceed, \$20 first pet + \$15 each additional pet.**

I Accept

**Continue**

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## 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.

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## 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".

Animals

Kristin Moore

I don't have any Animals

**+ Add**

Name *	Type *	Breed *	Color *	Weight *	Age *	Gender *	Neutered? *	Declawed? *	Flabies shot current? *	Service Animal? *	Where is pet kept
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Save & Continue Later      Back      **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".

Background

Kristin Moore

Has Kristin Moore ever filed for, or currently involved in a bankruptcy, been foreclosed on, or been a defendant in a civil suit? \*

No

Has Kristin Moore ever been evicted from a tenancy or left owing money? \*

Save & Continue Later      Back      **Next**

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## 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.

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## 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.

Tenant Application

100%

Application Fee \$50.00

Actions

Credit Card Number \*

Card Security Code (CCV) \*

Expiration Date \*

**Billing Information**

Same as Primary Applicant

First Name on Card \*

Last Name on Card \*

Billing \*

Save & Continue Later

Submit Payment

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

Confirmation:

Your request has been received. A member of our staff will be in touch with you soon.

Payment Confirmation #	307
Service Fee	\$14.00
Application Fee	\$50.00
<b>Total</b>	<b>\$64.00</b>

Done

Print