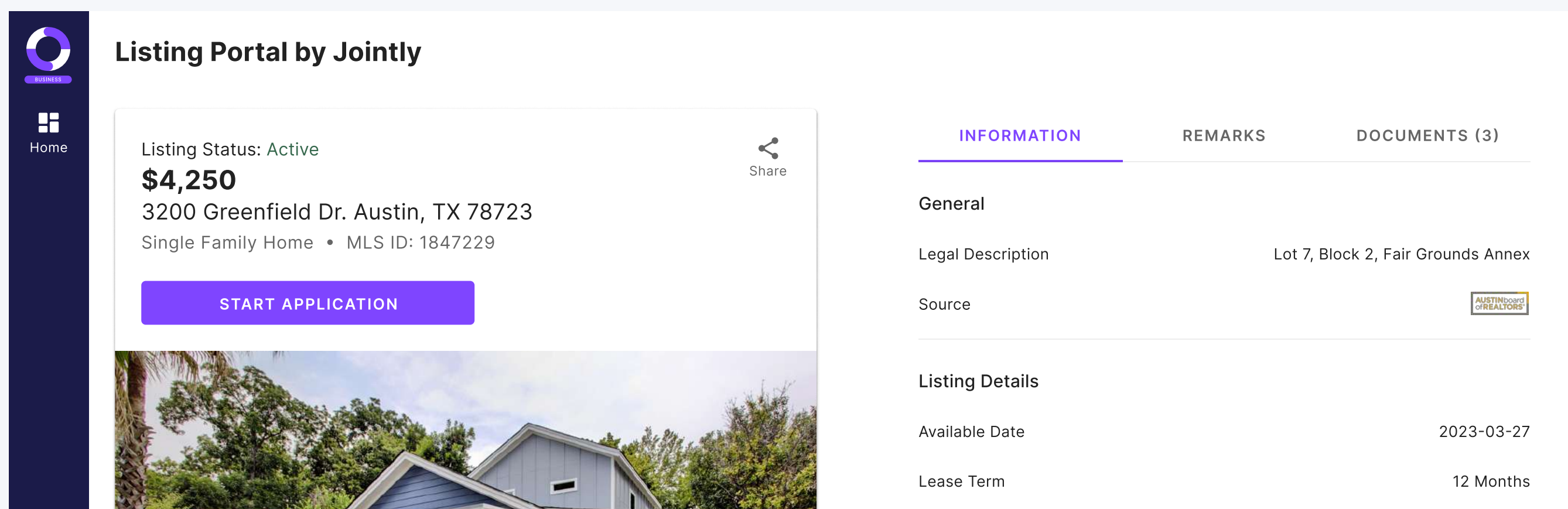


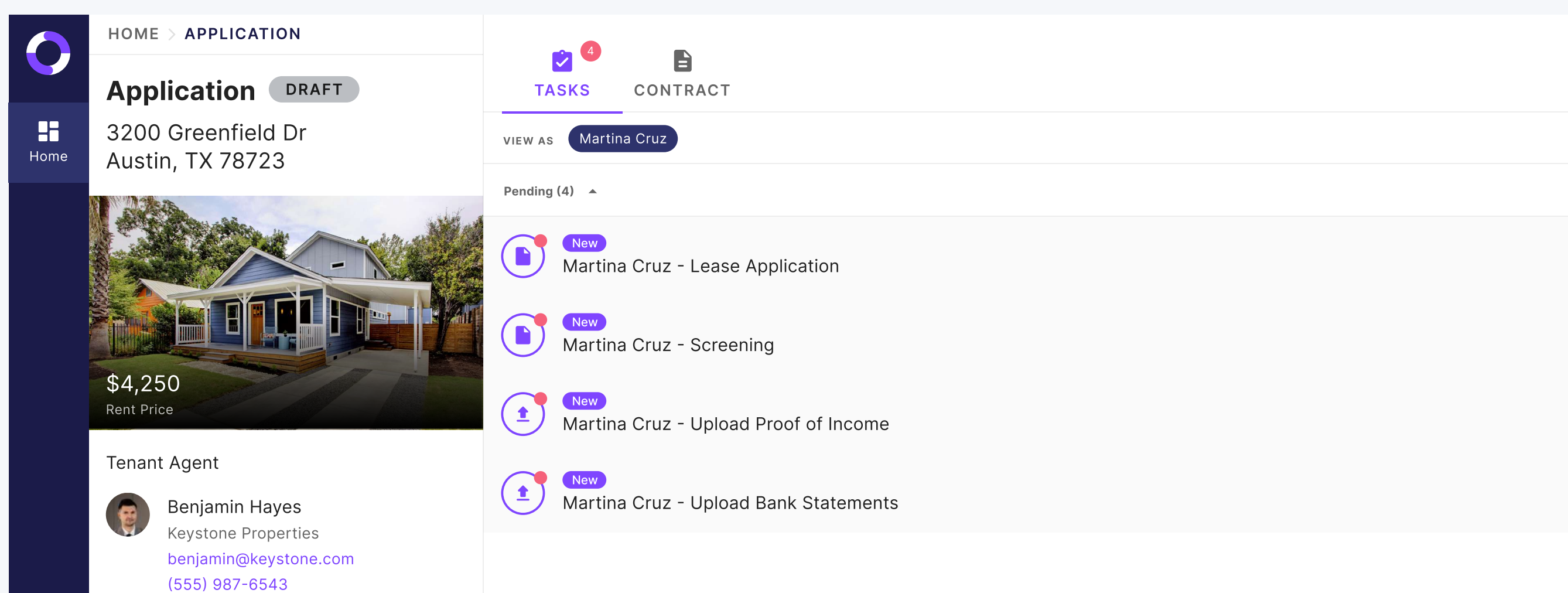
## One person starts the application: <https://joint.ly/tkcp>

1. **Start the application.** Follow the link above and select “Start Application”. If multiple tenants are applying together, please have only one tenant start the joint application.



2. **Invite any additional co-tenants.** Invite up to three additional tenants if applying in a joint application. You will be required to add their first name, last name and email. After adding co-tenants, they will receive an email to start the application.

3. **Complete the application.** The application requirements set by the Listing Agent will be automatically added for you to work on. You will be each able to complete the Lease Application, upload supporting documentation, complete tenant screening powered by TransUnion, and pay the application fee directly on Jointly.



3. **Automatic submission.** After all application requirements have been completed, the Listing Agent will be notified of your application.

4. **All done!** If you need help during the process, click the support icon in the bottom left hand sidebar of your deal, email [support@jointly.com](mailto:support@jointly.com), or call/text us at **(888) 880-4550**.

