

PROSPECT PORTAL

Login Page and General Information

Once you login you should see a page that looks like this.

- The steps listed **1 to 10** are the steps needed to **complete the lease application**.
- Each step should change colour depending on its status. (please read below)

COLOURED STEPS:

- **GREY:** When you first login, all steps should be grey (as seen on step 6). This means you have not started this step.
- **GREEN:** Once you complete a step, without an error or missing information it should turn green (as seen on steps 2 and 8).
- **RED:** If the number turns red after clicking the [next] or [save] button that means there is missing mandatory information that needs to be filled out.

The screenshot shows a web browser window with the URL <https://mainlineres.my-community.co/prospect/#application>. The page title is "mycommunity" and the user is logged in as "Jane Doe". The sidebar on the left lists 10 steps: 1. Lease Application (orange), 2. People (green), 3. About You (red), 4. Additional Info (red), 5. Financial (red), 6. Emergency Contacts (grey), 7. Legal (red), 8. Summary (green), 9. Payment (red), 10. Confirmation (red). The main content area is titled "Lease Application" and contains the following information:

Landlord Info	
Name:	Wolverine Property Management
Address:	6683 ELLIS ROAD, Cambridge, Ontario Canada, L8S 1B3

Unit	
Number:	1098-6
Legal Address:	1098 Main, Unit 1098-6, Hamilton, Ontario Canada, L8S 1B3
Floorplan:	1098-7B-1
Included Utilities:	High Speed Wi-Fi, Cable TV, The TV, Air Conditioning, Heat, Water, Storm Water, Electricity, Gas, Central Garbage & Recycling Bins

Lease Term	
Lease From:	09/01/2017
Lease To:	08/31/2018

Lease Options	
Monthly Unit Rent:	\$485.00

Deposits	
Room #1098-6, Last Month Deposit:	\$485.00

At the bottom right of the form, there are three buttons: "Save", "Previous", and "Next". The "Next" button is circled in red.

Rental Summary	
Apartment	Unit 1098-6
7 Student co-ed Furnished house w/3 bathrooms, 3 showers	
3098 Main, Unit 1098-6, Hamilton, Ontario Canada, L8S 1B3	
Lease Term	09/01/2017 - 08/31/2018
Included Utilities:	High Speed Wi-Fi, Cable TV, The TV, Air Conditioning, Heat, Water, Storm Water, Electricity, Gas, Central Garbage & Recycling Bins
Monthly Charges	Room #1098-6 - \$485.00
Total Monthly Charges:	\$485.00
Deposit Charges	Last Month Deposit - \$485.00
Total Deposits:	\$485.00

IMPORTANT:

The information displayed in this picture (ie; Unit Number, Address, Floorplan, Utilities, Lease Term and Monthly rent) will be different depending on your specific lease and building.