

## PROSPECT PORTAL

### THE TEN STEPS OF THE LEASE APPLICATION

#### STEP 3: ABOUT YOU

Fill in the required information.

The portal will prompt you and remind you to fill in the required information (exemplified by the red text).

We require **AT LEAST ONE** proof of **identification document**.

Once the information is filled in please click **[save]** and **[next]**.

The screenshot shows the 'mycommunity' Prospect Portal interface. On the left sidebar, the steps are numbered 1 through 10. Step 3, 'About You', is highlighted with a red circle. The main form area is divided into several sections:

- Personal Information:** Fields for First Name, Last Name, Middle Name, Name Prefix (dropdown), Name Suffix, Gender (dropdown), and Birth Date.
- Contact Information:** Fields for Home Phone, Mobile Phone, Work Phone, and E-Mail. A yellow banner above these fields states: "At least one phone number is required for application".
- Identification Documents:** A section with a red error message: "Please correct errors or omissions on this form". It includes a dropdown for Document Type (set to "Driver License, Optional"), a Document Number field with a red error message "This field can't be blank", and a Notes field.
- Proof Documents:** A section with a red error message: "At least one document file is required". Below this is an "Add File" button, which is circled in red.

At the bottom of the form, there are three buttons: "Save", "Previous", and "Next". The "Next" button is circled in red. In the top right corner, there is a summary box for "Monthly Charges" with the following details:

- Room #1005-6 - \$485.00
- Total Monthly Charge - \$485.00
- Deposit Charges
- Last Month Deposit - \$485.00
- Total Deposit - \$485.00