

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, a vertical list of steps is shown, with '3 About You' highlighted in red. The main content area is titled 'Personal Information' and contains fields for First Name (Jane), Last Name (Doe), Middle Name, Name Prefix, Name Suffix, Gender (Female), and Birth Date. Below this is the 'Contact Information' section with fields for Home Phone, Mobile Phone, Work Phone, and E-Mail. A yellow warning banner states 'At least one phone number is required for application'. The 'Identification Documents' section has a red error message: 'Please correct errors or omissions on this form'. It shows a 'Document Type' dropdown set to 'Driver License, Optional', a 'Document Number' field with a red error message 'This field can't be blank', and a 'Notes' text area. The 'Proof Documents' section has a red error message: 'At least one document file is required' and 'Please provide at least one document file'. Below this is an 'Add File' button highlighted in red. At the bottom of the form, there are three buttons: 'Save', 'Previous', and 'Next', all highlighted in red.