

PROSPECT PORTAL

THE TEN STEPS OF THE LEASE APPLICATION

STEP 5: FINANCIAL

Fill out the required information and click **[save]** then **[next]**.

The screenshot displays the Wolverine 'mycommunity' prospect portal. The main content area is titled 'Financial' and contains three sections: 'Income', 'Assets', and 'Guarantors'. Each section has a red message indicating that information is required: 'Incomes and/or Assets are required' and 'Assets and/or Incomes are required'. The 'Guarantors' section also has a red message: 'Guarantors are individuals who are financially responsible for your lease commitment but will not be living in your apartment'. The 'Add Personal Income', 'Add Personal Asset', and 'Add Guarantor' buttons are circled in red. The 'Save', 'Previous', and 'Next' buttons at the bottom of the form are also circled in red. The left navigation menu shows the 'Financial' step as the current step. The right sidebar shows the 'Rental Summary' with details about the apartment, lease term, and charges.

IMPORTANT: The portal will prompt you (red messages) if required information is missing.