

## PROSPECT PORTAL

### THE TEN STEPS OF THE LEASE APPLICATION

#### STEP 8: SUMMARY

This step is simply a **summary that lets you know what steps have been fully completed** and which ones still need information.

Click **[save]** and **[next]** once all steps have **green check marks**.

The screenshot displays the 'mycommunity' portal interface. On the left, a sidebar lists ten steps: 1. Lease Application, 2. People, 3. About You, 4. Additional Info, 5. Financial, 6. Emergency Contacts, 7. Legal, 8. Summary (highlighted in orange), 9. Payments, and 10. Confirmation. The main content area is titled 'Summary' and contains a list of these steps with status indicators: Lease Application (green check), People (green check), About You (red X), Additional Info (red X), Financial (red X), Emergency Contacts (red X), and Legal (green check). A red oval highlights the 'Next' button at the bottom of the main content area. To the right, a 'Rental Summary' box provides details for Unit 1019-6, including apartment description, lease term, included utilities, and monthly charges.

Step	Status
Lease Application	Completed (Green Check)
People	Completed (Green Check)
About You	Needs Info (Red X)
Additional Info	Needs Info (Red X)
Financial	Needs Info (Red X)
Emergency Contacts	Needs Info (Red X)
Legal	Completed (Green Check)

**Rental Summary**

Apartment  
Unit 1019-6  
7 Student co-wd Furnished House w/3  
Bathrooms, 2 Showers  
1092 Main, Unit 1019-6, Hamilton,  
Ontario Canada, L5S 1S3

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 Fees

Monthly Charges  
Room #1019-6 - \$485.00  
Total Monthly Charges - \$485.00

Deposit Charges  
Last Month Deposit - \$485.00  
Total Deposits - \$485.00