

## PROSPECT PORTAL

### THE TEN STEPS OF THE LEASE AGREEMENT

#### **STEP 2: PEOPLE**

Simply fill in the needed information. Then click **[save]** and **[next]**.

The screenshot displays the 'mycommunity' portal interface. On the left, a vertical sidebar lists ten steps: 1 Lease Application, 2 People, 3 About you, 4 Additional Info, 5 Financial, 6 Emergency Contacts, 7 Legal, 8 Summary, 9 Payment, and 10 Confirmation. Step 2, 'People', is highlighted with a red circle. The main content area is titled 'People' and contains a red warning message: 'Everyone living in the residence must be listed below:'. Below this, there are three sections: 'Applicant' with the name 'Jane Doe', 'Co-Applicants' with 'No Data', and 'Dependents' with 'No Data'. Each section has a '+ Add' button. At the bottom of the form, three buttons are visible: 'Save', 'Previous', and 'Next', all of which are circled in red. To the right of the form is a 'Rental Summary' box containing details such as 'Unit 1098-6', '7 Student co-ed Furnished house w/3 bathrooms, 3 showers', '1098 Main, Unit 1098-6, Hamilton, Ontario Canada, L5S 1B3', 'Lease Term 09/01/2017 - 08/31/2018', and 'Included Utilities: High Speed Wi-Fi, Cable TV, The TV, Air Conditioning, Heat, Water, Storm Water, Electricity, Gas, Central Garbage & Recycling Bins'. Below this, it lists 'Monthly Charges' and 'Deposit Charges'.

#### **IMPORTANT:**

The portal will still allow you to **[save]** and proceed **[next]** even if it is missing required information.

To remind you that the step is **not completed** the number next to the step will turn **red** (as pictured above for steps 3,4,5,7,9 and 10).