

PROSPECT PORTAL

## SUCCESSFUL APPLICATION SUBMISSION

After completing all 10 steps of the LEASE APPLICATION and after clicking [submit] you will be re-directed to this page.

Once you see this page, it will automatically send an email to your guarantor notifying them that they have their own application they must fill out.

Click [Continue] to proceed to the next page which will give you an update of your application status. (SEE IMAGE: 3)

## IMAGE 1:

pplication has been	n submitted succes	sfully				
Your application has bee have successfully submit	n successfully submitted. tted the application we wi	An Email has been se Il process your applic	nt to you as well with all ation and will advise you	pertinent information. Or of our decision. The proc	ice all applicants/guara ess can take between 1	antors (if applicable) 1-3 business days. If
you have any question	ons about the status of yo	ur application, please	do not hesitate to cont application.	act us directly or check ba	k here to see the lates:	t status of your
						Continue

You will also receive an email from the portal with an attached copy of your lease application.

It should look like the image below.



## IMAGE 2:

	MainCline Resident Portal <no-reply@mainclineres.com> Lease Application</no-reply@mainclineres.com>
То	
🔛 Message	e lease-application.pdf (127 KB)
Dear Jan	e Doe, please find your copy of lease application

## IMAGE 3:

After submitting your application and clicking [Continue] it should re-direct you to this page.

The overall application progress indicates the percentage out of 100 that has been completed.

Since the tenant application is 100% complete but the guarantor application is still at 0% the overall application is only half way completed.

Yo	our application has been submitted. V	We are waiting for applicat	tion submission from ot	ther co-applicants.
Application Progress	Overall Application	50%		
	Customer	Role	Da Progress Ot	ays
			100% 0	
	Jane Doe	Ienant	100% 0	



**IMPORTANT:** Even if the tenant has completed and submitted their application we cannot approve it until we receive a submitted application from their guarantor.

Once the guarantor has completed their lease application if you try to log back into your portal you will receive the message below indicating that your application is awaiting our approval.

😥 mycommunity	Mr. Robert Test - English (Canada) - 🔔
Application Status	
Your application is still pending? You will be sontacted from our office ma	nagement heam once the application has been processed.