PROSPECT PORTAL
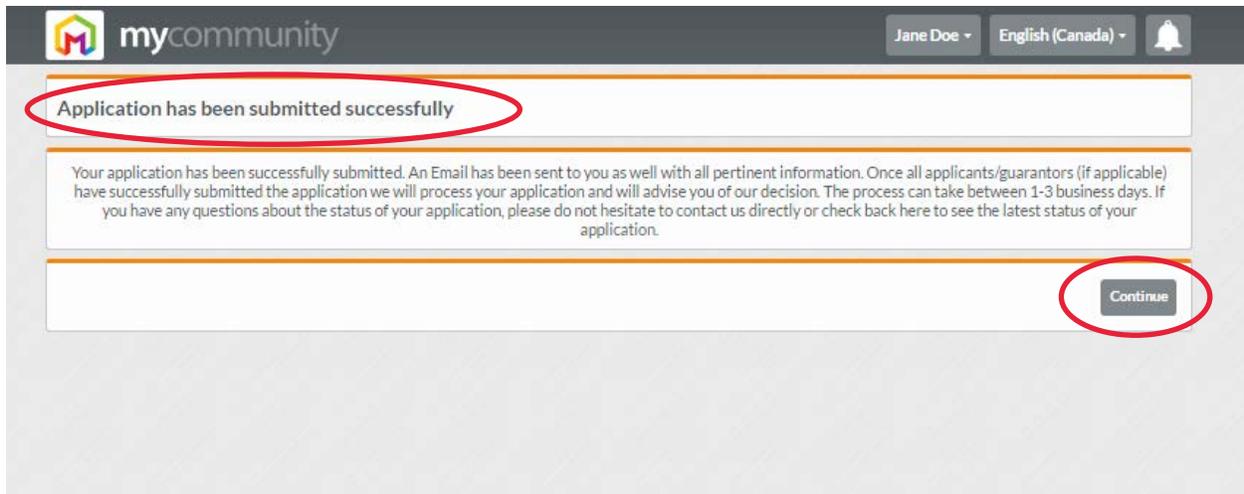
SUCCESSFUL APPLICATION SUBMISSION

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:

You will also receive an email from the portal with an attached copy of your lease application.
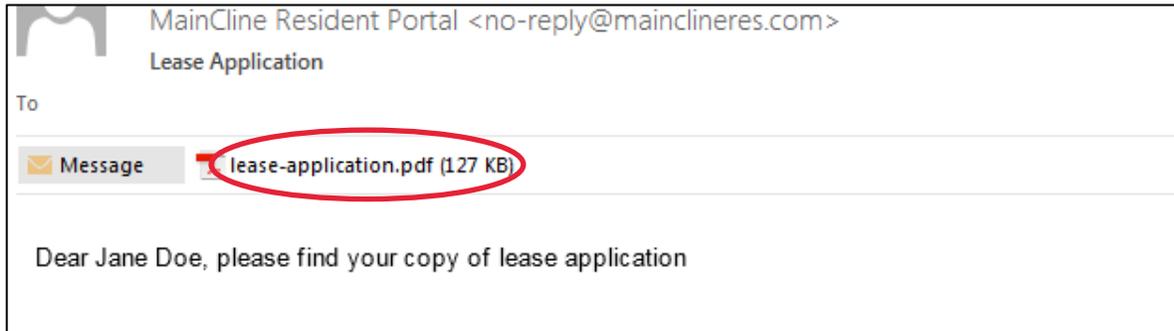
It should look like the image below.

IMAGE 2:

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.

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.