



REALTY INC.

User Name

Pin

LOGIN



LOG OUT



Welcome, Adam Nichols

ADD NEW PROSPECT

SEARCH CONTACTS

SEARCH PROPERTY

SET UP LEASE

VIEW MY PROSPECTS

MY STATS



ADD NEW PROSPECT



First Name

Last Name

Email

Notes

Phone

Sales Agent

Josh M.

▼

SAVE

Prospect has been added!

That email is already associated with a prospect.



SEARCH PROPERTY



Property Address

2015 - 2016



Show Completely Available Properties Only



SEARCH PROPERTY



Property Address

2015 - 2016



Show Completely Available Properties Only

1234 Street Name
City, State 12345

6 units total
4 units available



1234 Street Name
City, State 12345

6 units total
4 units available



Unit 1 Available: 0 Beds: 4 Bath: 4 \$1234 / month Details



Unit 2 Available: 2 Beds: 4 Bath: 3 \$1234 / month Details



WE FIND



Unit 3 Available: 4 Beds: 4 Bath: 4 \$1234 / month Details



SET UP LEASE



Unit 4 Available: 1 Beds: 4 Bath: 3 \$1234 / month Details



ADD ON

WE FIND

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1234 Street Name
City, State 12345

6 units total
4 units available





SET UP LEASE



Lease Type: [New Lease](#)

School Year 2016 - 2017

Address & Unit

1234 Street Name
City State 12345

[Edit Property Address](#) >

Unit 102

[Edit Unit Number](#) >

Tenants



Mike Smith msmith@gmail.com

[REMOVE](#)



Joe Smith jsmith@gmail.com

[REMOVE](#)



Add Tenant 3 >



Den



Request "We Find"



Signing Later



Add Tenant 4 >



Den



Request "We Find"



Signing Later



Manually Add Tenant >



Signing Later

[CONTINUE](#)

[CANCEL LEASE](#)



RENEW LEASE



Lease Type: [New Lease](#)
School Year 2017 - 2018

Address & Unit

1234 Street Name
City State 12345 [Edit Property Address >](#)
Unit 102 [Edit Unit Number >](#)

Tenants



Mike Smith msmith@gmail.com

REMOVE



Joe Smith jsmith@gmail.com

REMOVE



Mike Smith msmith@gmail.com

REMOVE



Joe Smith jsmith@gmail.com

REMOVE



Manually Add Tenant >

☐ Signing Later

CONTINUE

CANCEL LEASE



SET UP LEASE



Lease Type: **We Find**
School Year 2016 - 2017

Address & Unit

1234 Street Name
City State 12345

Edit Property Address >

Unit 102

Edit Unit Number >

Tenants



Mike Smith msmith@gmail.com



Joe Smith jsmith@gmail.com



Dan Smith dsmith@gmail.com



Add Tenant 4 >



Den



Request "We Find"



Signing Later

CONTINUE

CANCEL LEASE



SET UP LEASE



Lease Type: [Add On](#)
School Year 2016 - 2017

Address & Unit

1234 Street Name
City State 12345

[Edit Property Address](#) >

Unit 102

[Edit Unit Number](#) >

Tenants



Mike Smith msmith@gmail.com



Joe Smith jsmith@gmail.com



Dan Smith dsmith@gmail.com



[Add Tenant 4](#) >



Den



[Request "We Find"](#)



[Signing Later](#)

CONTINUE

CANCEL LEASE



SUBLEASE



Lease Type: **Sublease**
School Year 2016 - 2017

Address & Unit

1234 Street Name
City State 12345
Unit 102

Tenants



Mike Smith msmith@gmail.com



Joe Smith jsmith@gmail.com



Dan Smith dsmith@gmail.com

CANCEL

Prospect Name or Email

SEARCH



Mike Smith msmith@gmail.com

Add to Sublease >



Peter Smith psmith@gmail.com

Add to Sublease >

COMPLETE SUBLEASE

CANCEL LEASE



SUBLEASE



Lease Type: **Sublease**
School Year 2016 - 2017

Address & Unit

1234 Street Name
City State 12345
Unit 102

Tenants



Mike Smith msmith@gmail.com



Joe Smith jsmith@gmail.com



Dan Smith dsmith@gmail.com

CANCEL



Rob Smith rsmith@gmail.com

Rent / Month

Stay Dates

Start Date



End Date



Number of Payments

Choose a number of payments



Payment Start Date

Select Payment Start Date



COMPLETE SUBLEASE

CANCEL LEASE



PAYMENT INFORMATION



\$308.50 / tenant \$1234 / month

Number of Payments

Choose a number of payments



Special Features

SAVE & REVIEW LEASE

MANAGER OVERRIDE

CANCEL LEASE



MANAGER OVERRIDE



Pin

CONTINUE



MANAGER OVERRIDE



Pin

CONTINUE

Invalid Pin



MANAGER OVERRIDE



Actual Price (Total Rent / Month)

Special Provisions

SAVE

CANCEL



CONFIRM LEASE INFORMATION



Address & Unit

1234 Street Name
City State 12345

Unit 102
Max. Occupancy: 4

Property Tenants

Mike Smith msmith@gmail.com

New Lease

Joe Smith jsmith@gmail.com

New Lease

Tenant 3

Signing Later

Tenant 4

"We Find"

Payment Information

\$1234 / month \$308.50 / tenant 12 Payments

Special Features

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Special Provisions

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Agent Informaiton

Processing Agent: Adam Nichols
Date & Time: 01/02/2016 1:27 PM (Central)

Sales Agent

Josh Miles

▼

CONFIRM AND SUBMIT

CANCEL LEASE



LEASE COMPLETE



Leasing Process Complete

The lease is being generated and will be sent to:

John Smith: jsmith@gmail.com

Mike Smith: msmith@gmail.com

for personal records.

Instruct leasee(s) to keep a copy of the lease on file.

BACK TO DASHBOARD



SUBLEASE COMPLETE



Subleasing Process Complete

The sublease is being generated and will be sent to:

John Smith: jsmith@gmail.com

for personal records.

Instruct leasee(s) to keep a copy of the lease on file.

OKAY



SEARCH CONTACTS



Prospect Name or Email

SEARCH

ADD NEW PROSPECT



Mike Smith msmith@gmail.com

View Prospect Details >

Notes

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Prospect



Peter Smith psmith@gmail.com

View Tenant Details >

Notes

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Tenant



SEARCH CONTACTS



Prospect Name or Email

SEARCH

ADD NEW PROSPECT



Mike Smith msmith@gmail.com

Prospect

View Prospect Details >



Peter Smith psmith@gmail.com

Tenant

View Tenant Details >



Joe Smith (Tenant)

jsmith@gmail.com 555-123-4567

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Add to Prospect List >

2015 - 2016 School Year

1234 Street Name
City State 12345

Unit 102
\$1234 / month
Max. Occupancy: 4
Beds: 4
Bath: 4

Roommates:
Adam Smith
Kate Andrews
Ashley Nelson

Sales Agent: Josh M.

EDIT INFO

RENEW LEASE

SUBLEASE



Joe Smith (Tenant)

jsmith@gmail.com 555-123-4567

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Sales Agent: Josh M.

2015 - 2016 School Year

1234 Street Name
City State 12345

Unit 102
\$1234 / month
Max. Occupancy: 4
Beds: 4
Bath: 4

Roommates:
Adam Smith
Kate Andrews
Ashley Nelson

Sales Agent: Josh M.

EDIT INFO

RENEW LEASE

SUBLEASE



ADD TENANT TO PROSPECT LIST



Joe Smith (Tenant)

jsmith@gmail.com 555-123-4567

Sales Agent

School Year

Josh M.



2016 - 2017



ADD TO PROSPECT LIST



Mike Smith (Prospect)

msmith@gmail.com

555-123-4567

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Sales Agent: Josh M.

More Details

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EDIT INFO

SET UP LEASE



VIEW MY PROSPECTS



Prospect Name or Email

SEARCH



Mike Smith msmith@gmail.com

View Prospect Details >

Notes

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Prospect



Mike Smith msmith@gmail.com

View Prospect Details >

Notes

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Prospect



MY STATS



Agent: Josh M.

Overall Totals

Beds Signed: 160
Units Signed: 40
Total Amount: \$1,000,000

2016 - 2017 Totals

Beds Signed: 40
Units Signed: 10
Total Amount: \$20,000

2015 - 2016 Totals

Beds Signed: 80
Units Signed: 20
Total Amount: \$60,000

2016 - 2017 Monthly Breakdown

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

1234 Main Street

Unit 1: \$10,567
Emily Hopper
Tyler Griffin
Ian Kaufmann
Chad Parker

5678 Hickory Rd.

Unit 7: \$4,700
Haley Augspurger
Austin Walker

5678 Hickory Rd.

Unit 5: \$9,500
Josh Weingart
Corey Sharp
Dave Degooyer

1234 Main Street

Unit 1: \$10,567
Emily Hopper
Tyler Griffin
Ian Kaufmann
Chad Parker

5678 Hickory Rd.

Unit 7: \$4,700
Haley Augspurger
Austin Walker

5678 Hickory Rd.

Unit 5: \$9,500
Josh Weingart
Corey Sharp
Dave Degooyer



First Name

Last Name

Email

Notes

Phone

Sales Agent

Josh M.

▼

HISTORY

2015 - 2016 School Year

1234 Street Name
City State 12345

Unit 102
\$1234 / month
Max. Occupancy: 4
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Bath: 4

Roommates:
Adam Smith
Kate Andrews
Ashley Nelson

Sales Agent: Josh M.

2015 - 2016 School Year

1234 Street Name
City State 12345

Unit 102
\$1234 / month
Max. Occupancy: 4
Beds: 4
Bath: 4

Roommates:
Adam Smith
Kate Andrews
Ashley Nelson

Sales Agent: Josh M.

More Details

Requirements

Tour Address(es) / Date(s)

Follow-up Date

SAVE