

## **Prospect Application**

Please complete the following steps:

1. From Applicant Portal, applicant can select 'Register Now' link.

AVENA BELLA	
OGIN	
	application. All final applications will be submitted to Property Management team in English. In email address to sign documents. Household members <b>CANNOT</b> share email addresses. If any member does wing link: <b>CREATE GMAIL ACCOUNT</b>
Email	Register for a Fast, Easy Application
Password	<ul> <li>Save your application and log in at any time to continue.</li> <li>Check the status of your applications.</li> <li>Use your account with multiple applications.</li> </ul>
Forgot password? Click here to register Login	► Register Now

2. Create a RENTCafé account. Select "I do NOT have a registration code"





3. Please supply basic contact information requested and create username and password to access portal.

reate an Account	
ease contact the leasing office if you don't know your registration code.	
ter Your Registration Code	
000000	Go
Denotes a required field	
ersonal Details	
First Name*	
First Name	
Last Name*	
Last Name	
Phone (Home)*	
(555) 555-5555	
(555) 555-5555 ccount Information Email Address*	
ccount Information	
ccount Information	
ccount Information Email Address* YourEmail@Example.com	
CCOUNT Information Email Address* YourEmail@Example.com User Name (must be email address)*	
CCOUNT Information Email Address* YourEmail@Example.com User Name (must be email address)* User Name	
ccount Information         Email Address*         YourEmail@Example.com         User Name (must be email address)*         User Name         Password*         Password must be a minimum of 10 characters long and must contain all of the	
Email Address*         YourEmail@Example.com         User Name (must be email address)*         User Name         Password*         Password must be a minimum of 10 characters long and must contain all of the following: one lowercase letter, one uppercase letter, one number and one sym	



## 4. Select Language

Please select your preferred language.
Google Translate Disclaimer
By selecting a language from the list, you will translate your application into that selected language using the Google Translate online service. Google Translate is subject to applicable Google Terms of Service. Google Translate is made available solely for your convenience, and its use is solely at your option.
As described by Google, the Google Translate service may NOT accurately translate your application, due to the limitations of Google's machine-generated translation. Use of the service is not intended to replace professional human translators.
Preferred Language*
O English
O Español (Spanish)
O Français (French)
O Pilipino (Filipino)
O português (Portuguese)
O Việt (Vietnamese)
О русский (Russian)
🔿 հայերեն (Armenian)
(Arabic) العربية (
نارسی (Persian)
〇 中文简体 (Chinese Simplified)
○ 한국의 (Korean)
Save And Continue

5. Select Preferred Move-In Date & Lease Term. Click on Save and Continue.

08/01/2020		
ease Term: *		
12	~	



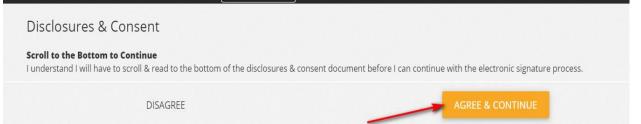
6. Continue to complete the RENTCafé online application.

My Application	Application Information	Housing Applica
Language Selection Application Information	Application Progress 4%	
Personal Information		
Move In Qualification Resident Selection Criteria People Household Questions	Personal Information	
Your Income Your Assets	First Name *	Lease Term *
Final Review & Submission	Little	12
Documents Waiting List Apply Waiting List Status	Middle Name	Monthly Income * \$50,000.00
	Last Name *	Government Issued Photo
	Pumpkine	B1234567
	Phone	Gov ID State
	(415) 634-8240	CA 🗸
	Email	Photo ID Expiration *
	eah.rcah+little@gmail.com	7/1/2022

7. Select Click Here To Sign to review and sign Move In Qualification form.

Move In Qualification		
Please click below to review our Move in Qualification Shi	eet. If you agree that your household meets these	guidelines, please sign the document.
When signing documents, additional adult househo cannot use the same email address.	ld members will need to be invited via email t	o sign documents. Household members
Decument	View	Sign
Documents for Little Pumpkine to Sign	View Document (Unsigned)	Click Here To Sign
Showing 1 to 1 of 1 entries		
Go Back		

Applicants are required to read the Disclosures & Consent for electronic signature. Click Agree & Continue.





Applicant will have two options for signing:

- a. use mouse if on desktop computer or finger if using touch-screen laptops/tablets/smart-phones
- b. choose a script signature

Create Your Signature	Choose a Script
Use your mouse or finger to create your signature. You can choose a script signature instead.	Choose a script font for your signature, or <u>create your own</u> .
Your Signature	<ul> <li>Little Pumpkine LP</li> <li>Little Dumpkine LD</li> <li>Little Gumpkine L</li> </ul>

The system will take applicant through all pages that require signatures and dates. When done, applicant will click **Sign & Complete** button.

l agree that <mark>I</mark> have revie qualify based on the gu		on Plan above and understand	d that my family must
Signature:	<b>*</b>	Date:	•
	SIGN &	COMPLETE	

8. Add Address, Save and Continue. Applicant will receive error message if 2 years of housing history is NOT provided.

Address	City	State	Zip	Residency From		
58 Wood Street	San Anselmo	CA	94960	2/1/2015	Edit	Delete



9. Under Additional Applicant screen, the primary applicant will add all adult household members.

Additional Adult Oc	cupants				
This only includes people 18 or C	UDER and emancipated	i minors.			
Add Additional Adult Occupan	ts				
line of the second s					
First Name	Last Name	Relationship	÷		-
Older	Pumpkin	Spouse	Edit	Delete	
Showing 1 to 1 of 1 entries					
Go Back Save And Contin	ue				

10. Select **Click Here To Sign** to review and sign Move In Qualification form. For adult members, the primary applicant can click on **Click Here to Invite** for the additional adult members to review and sign required application documents. Houshold member cannot use the same email address.

e click below to review our Resident Selection Criteri	<ol> <li>If you agree that your household meets these presented in the second s</li></ol>	guidelines, please sign the document.
n signing documents, additional adult househo ot use the same email address.	ld members will need to be invited via email	to sign documents. Household mer
Document	View	Sign
Documents for <b>Little Pumpkine</b> to Sign	View Document (Unsigned)	Click Here To Sign
Documents for <b>Older Pumpkin</b> to Sign		Click Here To Invite
nowing 1 to 2 of 2 entries		

11. Confirm email address, create message and Send Invitation.

Email Address	eah.rcah+older@gmail.com
Confirm Email Address	eah.rcah+older@gmail.com
Message To Invitee	Review and sign application



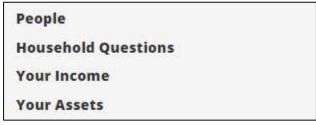
12. The additional adult applicants will receive an email with a link to access online application. The additional applicant will access and sign the Move in Qualification

love In Qualification		
ease click below to review our Move In Qualification SI	heet. If you agree that your household meets these guid	lelines, please sign the document.
hen signing documents, additional adult househol e same email address.	d members will need to be invited via email to sign o	locuments. Household members cannot use
Document	View	Sina
Document Documents for Little Pumpkine to Sign	View	Sign Signing Complete

13. The primary and additional adult applicants will review and sign the Resident Selection Criteria.

click below to review our Resident Selection Criteria	<ol> <li>If you agree that your household meets these;</li> </ol>	guidelines, please sign the docum
signing documents, additional adult househol	d members will need to be invited via email	to sign documents. Household
ot use the same email address.		
Document	View	Sign
Document Documents for Little Pumpkine to Sign	View View Document (Unsigned)	Sign Click Here To Sign

14. Complete the People, Household Questions, Your Income and Your Assets sections.





15. Minors can be entered in the **Your Household** section.

My Application	Application Information		O Housing Ap	plication	
Language Selection Application Information Move In Qualification Resident Selection Criteria	Application Progress	100%		Applications & Certification	ons   Hi, Little 👻
People Expected Changes	Tell us about <u>every</u>	member of your h	ousehold.	Upload Documents Take M	le To The Summary
Your Household Household Questions			nt home. If there are any other people ie people. You must use each person's		
Your Income Your Assets	Also, you will be asked questions a	bout Race & Ethnicity for each	person. You can opt out by choosing t	he "I decline to report race" checkbox.	
Final Review & Submission Documents Waiting List Apply Waiting List Status	Do not include people who will not	t be living with you in your new	home_		
	First Name	🜲 Last Name	Date of Birth		
	Little	Pumpkine	7/10/1980	View	
	Showing 1 to 1 of 1 entries				

## 16. Final Review and Submission.

a) Summary - Review each tab for accuracy and completeness. If applicant needs to edit the information below, please click the **Edit** button. If applicant need to add any additional information, please click the **Add** button below. If all information below is correct and accurate, please click **Save and Continue**.

Vembers	Income	Assets			
Add Membe	er				
First Na	ame	Last Name	Date of Birth		
Suzy		Student	2/1/2002	Edit	Delete
		Helper	5/5/1995	Edit	Delete
Henry		and the second sec			



b) Errors – Correct all errors and/or confirm data as listed. Click on **Save and Continue.** 

Corrective Actions
Change Answer Add IRA Accounts
Add IRA Accounts

c) Upload requested Documents –The section is not mandatory during initial application but will shorten processing time. Click on **Save and Continue**.

Documents		
Providing documents and photo ID are required but may be done at a later time. Uploading or scanning it no UPLOAD button can be used to upload documents stored on your computer or mobile device. SCAN button computer.	1.0	
Document Little Pumpkine - Services - Scan 3 most recent months pay stubs.	Upload	Scan
Little Pumpkine - Scan copy of driver's license or other government issued photo ID.	Upload	Scan
Scan other household documents.	Upload	Scan
Showing 1 to 3 of 3 entries		
Go Back Save And Continue		



d) Waiting list Apply - Select preferred bedroom size(s) from the preferences dropdown and select all preferred waitlist criteria that apply. Click **Continue** 

Waiting List Apply	
Only select bedroom size prefe amounts.	rences. Do not overwrite Estimated Annual Income field. Please return to Your Income step and update income
Please select the number 1st Preference: *	r of bedrooms in order of importance.
1BR	
\$52,000.00	
Please select any of the f	ollowing if they pertain to you.

e) Sign and Submit - The primary (or one of the applicants) can sign finalize their online application, which sends a notification to the property staff.

ME INCLUDING BEFORE, DURI TING OR SUPPLYING INFORMA R REJECTION OF THIS APPLICA N TERMINATION OF THE RIGH	ONTINUING VERIFICATION OF THE ABOY ING AND AFTER THE EXPIRATION OF THI ATION. APPLICANT ACKNOWLEDGES TH TION: DISCOVERY OF FALSE. INCOMPLE IT OF OCCUPANCY OF ALL OCCUPANTS SES IT A CRIMINAL OFFENSE TO WILLFUL AL AGENCY.
N.	Sign
ew Document (Unsigned)	Click Here To Sign
	iew View Document (Unsigned)

f) When signature is complete, applicant will receive a Confirmation Code.

