



FAQs: Lease Application



Progress
Residential

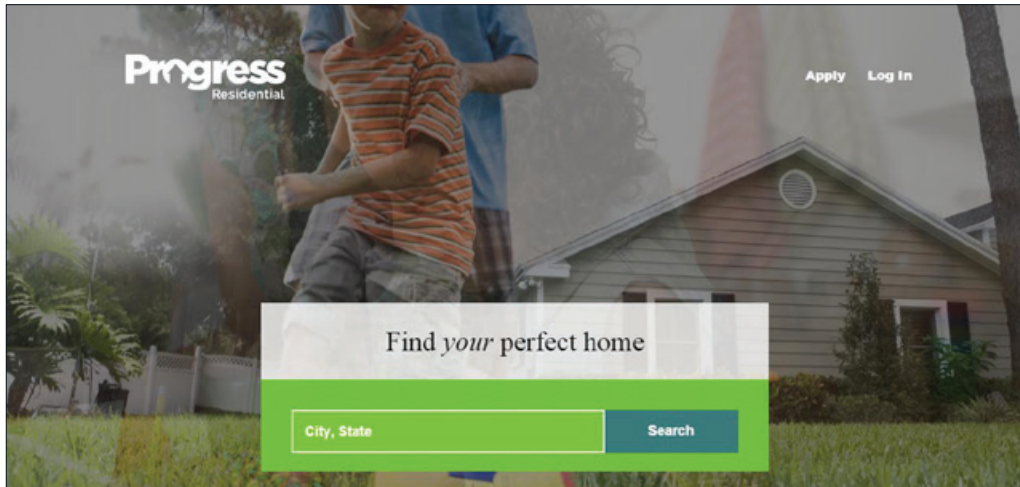
[RENTPROGRESS.COM](https://rentprogress.com)

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1. Locate the Website

1.1 Go to www.RentProgress.com



2. Search for Homes

Search for an available home by entering the City and/or State and clicking **Search**.

3. Apply

Click the **Apply Now** button. The Application page will open, enter the applicable **Basic Lease Information** and click **Start Application** button.

The image shows the application page on the RentProgress.com website. On the left is a vertical sidebar with a menu containing items 1 through 6, with item 1 highlighted. The main content area features the 'Progress Residential' logo at the top. Below the logo is a dark green horizontal bar. To the right of this bar are links for 'Email', 'Quote', and 'Summary'. The 'Basic Lease Information' section contains the following fields: 'Move-in Date' with the value '7/6/2015', 'Lease Term' with a dropdown menu showing '12', 'Rent' with the value '\$975.00', 'Tax (2.20%)' with the value '\$21.45', and 'Net Rent' with the value '\$996.45'. At the bottom of this section is a green 'Start Application' button.

3.1 Create an Account

Next you will be prompted to create an account if you aren't an existing user. If you are an existing user, enter your login information.

Note: if you have ever registered for an account through Rentcafe.com it will remain in the system, so you do not have to create a new account.

The screenshot shows the Progress Residential website's account creation interface. On the left is a vertical navigation menu with numbered items 1 through 6. The main content area has a header with the Progress Residential logo and a dark green bar. Below the header, there are links for 'Email' and 'Summary'. The page is divided into two main sections. The left section, titled 'Account Information', contains a form with fields for 'Email Address*' (with a placeholder 'YourEmail@example.com'), 'Password*', 'Confirm Password*', 'Security Question*' (with a dropdown menu showing 'What was your first pet's name?'), and 'Security Answer*'. The right section has two sub-sections. The top one, 'Don't have an account yet?', includes the text 'Create your account today, and Apply Online!' and three bullet points: 'Submit your application' (with a checkmark icon), 'Check out the status of your application' (with a checkmark icon), and 'Get ready to move in!' (with a truck icon). The bottom sub-section, 'Already have an account? Login Now!', contains fields for 'Email' and 'Password'.

3.2 Complete Application

Once logged in, the next portion of the Application process will appear, complete the applicable information.

Note: You must complete all Required Fields (*) before you can continue.

The screenshot shows the Progress Residential website's application completion interface. On the left is a vertical navigation menu with numbered items 1 through 6. The main content area has a header with the Progress Residential logo and a dark green bar. Below the header, there are links for 'Email', 'Quote', 'Summary', 'Alerts', and 'Hi, Shannon'. The page contains a large text block with four bullet points: 'As the first person to complete this application, you will be considered the primary applicant and you will be asked to provide information about additional occupants.', 'If you do not finish your application now, you may log in it at a later time to complete it, or to review it after you have submitted it.', 'Prices and special offers valid for new residents only. Pricing and availability subject to change at any time. Prices and specials are not guaranteed until you have paid the application fees.', and 'Once your application has started, any changes made to your application by the property management company will immediately be reflected on this application for your convenience.' Below this text is a section titled 'Personal Information' which contains a form with fields for 'First Name/Middle Initial' (with the value 'Shannon'), 'Last Name*' (with the value 'Pruce'), 'Marital Status' (with a dropdown menu), 'Phone' (with the value '(352) 678-8610'), and 'Email*' (with the value 'sp2373@live.com'). There is a 'Change' button next to the email field.

3.3 Make a Payment

Review the Charges and check the box of the charges you wish to pay, click **Add Credit Card**.

Note: Roommates are responsible to register with RentCafé to pay their application fee and Holding Fee if the main applicant does not pay for them. For that to happen, the main applicant must invite the roommate from the prior screen.

Charge Description	Charge Amount	Amount Paid	Balance Due	Paid By
Application Fee (David TestOne)	\$45.00	\$0.00	Get it	<input type="checkbox"/>
Application Fee (Willy TestOne)	\$45.00	\$0.00	Get it	<input type="checkbox"/>
Application Fee (RoommateOne TestOne)	\$45.00	\$0.00	Get it	<input type="checkbox"/>
Total Amount (Before tax and convenience fees)			\$90.00	

3.4 Invite Roommate to Pay

From the Additional Applicants tab, click Send Invitation.

Additional Applicant 1

First Name: [TextOne] Last Name: [TextOne] 18 or Older: [Yes] Relationship: [Spouse] Actions: [Save]

Status: Applicant details need to be added. You can choose to add the details yourself, or send an email invitation to this applicant.

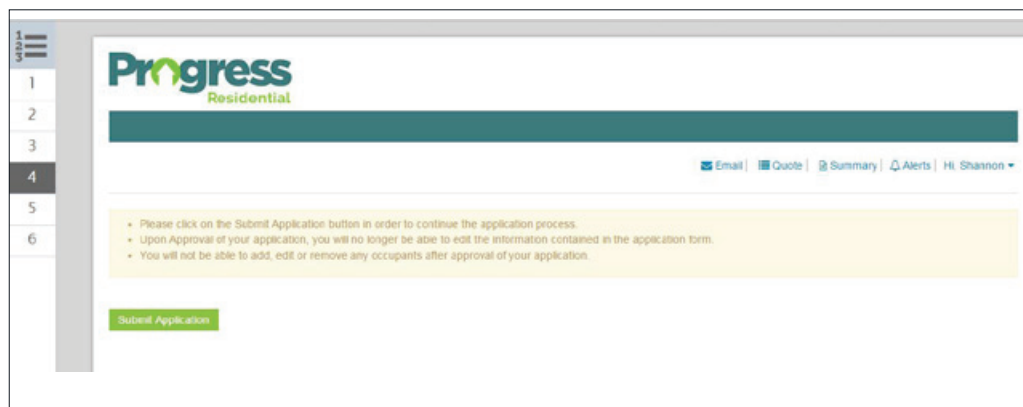
Additional Applicant 2

First Name: [RoommateOne] Last Name: [TextOne] 18 or Older: [Yes] Relationship: [Other] Actions: [Save]

Status: Applicant details need to be added. You can choose to add the details yourself, or send an email invitation to this applicant.

3.4 Submit the Application

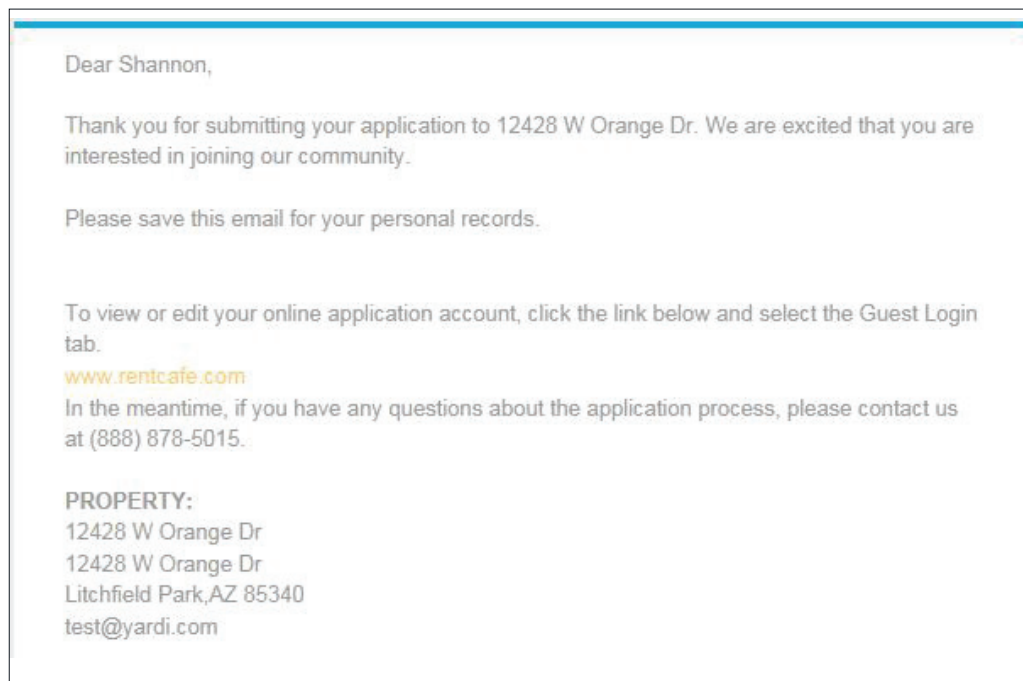
Once the application has been filled out in its entirety you will receive the notification below and the Submit Application button is available. Click Submit Application.



The screenshot shows the 'Progress Residential' application interface. On the left is a sidebar with a menu icon and numbered tabs 1 through 6, with tab 4 selected. The main content area features the 'Progress Residential' logo at the top. Below the logo is a dark teal header bar. Underneath this bar is a navigation menu with links: 'Email', 'Quote', 'Summary', 'Alerts', and 'Hi, Shannon'. A yellow notification box contains the following text: 'Please click on the Submit Application button in order to continue the application process.', 'Upon Approval of your application, you will no longer be able to edit the information contained in the application form.', and 'You will not be able to add, edit or remove any occupants after approval of your application.' At the bottom of the page is a green 'Submit Application' button.

3.5 Confirmation

Once the application is received a confirmation email will be sent to the registered email address.



The screenshot shows a confirmation email. It begins with 'Dear Shannon,' followed by 'Thank you for submitting your application to 12428 W Orange Dr. We are excited that you are interested in joining our community.' and 'Please save this email for your personal records.' The email then provides instructions: 'To view or edit your online application account, click the link below and select the Guest Login tab.' followed by the URL www.rentcafe.com. It also states: 'In the meantime, if you have any questions about the application process, please contact us at (888) 878-5015.' The email concludes with the property details: 'PROPERTY: 12428 W Orange Dr, 12428 W Orange Dr, Litchfield Park, AZ 85340, test@yardi.com'.