



FAQs: Lease Application



Progress
Residential

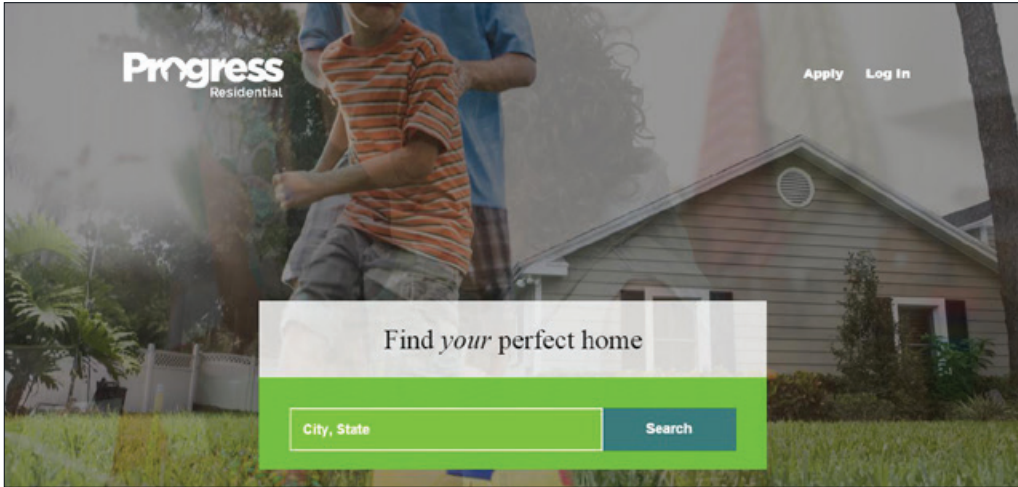
RENTPROGRESS.COM

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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 a screenshot of the application page on the RentProgress website. On the left side, there is a vertical navigation menu with numbered steps 1 through 6. Step 1 is highlighted. The main content area features the 'Progress Residential' logo at the top. Below the logo, there are links for 'Email', 'Quote', and 'Summary'. The 'Basic Lease Information' section contains the following fields:

Move-in Date:	<input type="text" value="7/6/2015"/>
Lease Term:	<input type="text" value="12"/>
Rent:	\$975.00
Tax (2.20%):	\$21.45
Net Rent:	\$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' account creation page. On the left is a vertical navigation menu with numbers 1 through 6. The main content area is divided into two columns. The left column contains a form titled 'Account Information' with fields for 'Email Address*', 'Password*', 'Confirm Password*', 'Security Question*' (with a dropdown menu), and 'Security Answer*'. Below this is the start of a 'Personal Information' section. The right column contains two promotional boxes. The top one is titled 'Don't have an account yet?' and lists benefits of creating an account: 'Submit your application', 'Check out the status of your application', and 'Get ready to move in!'. The bottom one is titled 'Already have an account? Login Now!' and has 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.

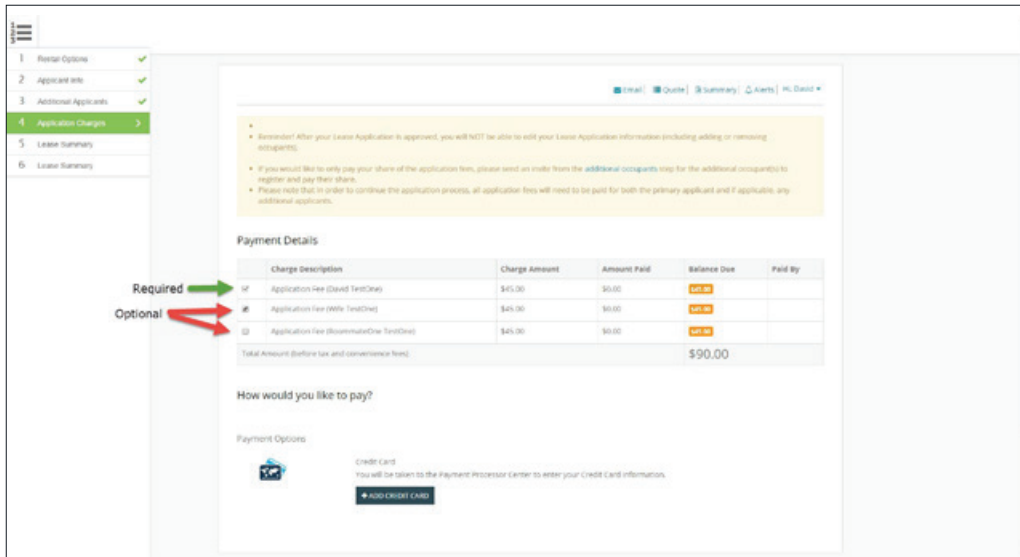
Note: You must complete all Required Fields (*) before you can continue.

The screenshot shows the 'Progress Residential' application completion page. On the left is a vertical navigation menu with numbers 1 through 6. The main content area features the Progress Residential logo at the top, followed by a navigation bar with links for 'Email', 'Quote', 'Summary', 'Alerts', and 'Hi, Shannon'. Below this is a text box containing three important notes: 1) '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.' 2) 'If you do not finish your application now, you may log in at a later time to complete it, or to review it after you have submitted it.' 3) '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.' 4) 'Once your application has started, any charges made to your application by the property management company will immediately be reflected on this application for your convenience.' Below the notes is a 'Personal Information' section with fields for 'First Name/Middle Initial' (filled with 'Shannon'), 'Last Name*' (filled with 'Pruce'), 'Marital Status' (dropdown menu), 'Phone' (filled with '(552) 678-8610'), and 'Email*' (filled with 'sp2373@live.com'). There is a 'Change' button next to the email field.

3.3 Make a Payment

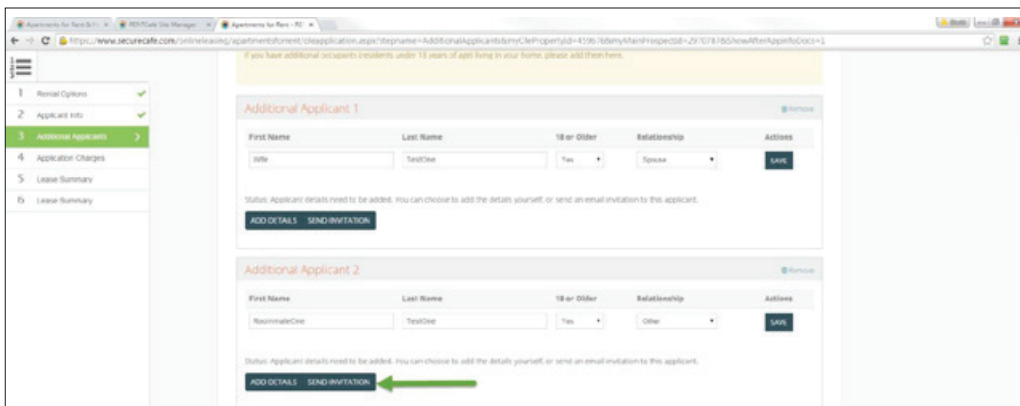
Review the Charges and check the box of the charges you wish to pay, click **Add Credit Card**.

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



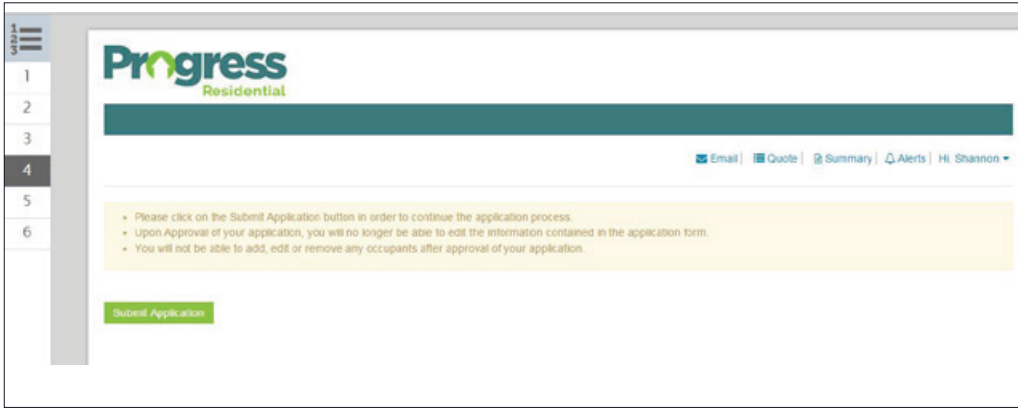
3.4 Invite Roommate to Pay

From the Additional Applicants tab, click Send Invitation.



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.



3.5 Confirmation

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

