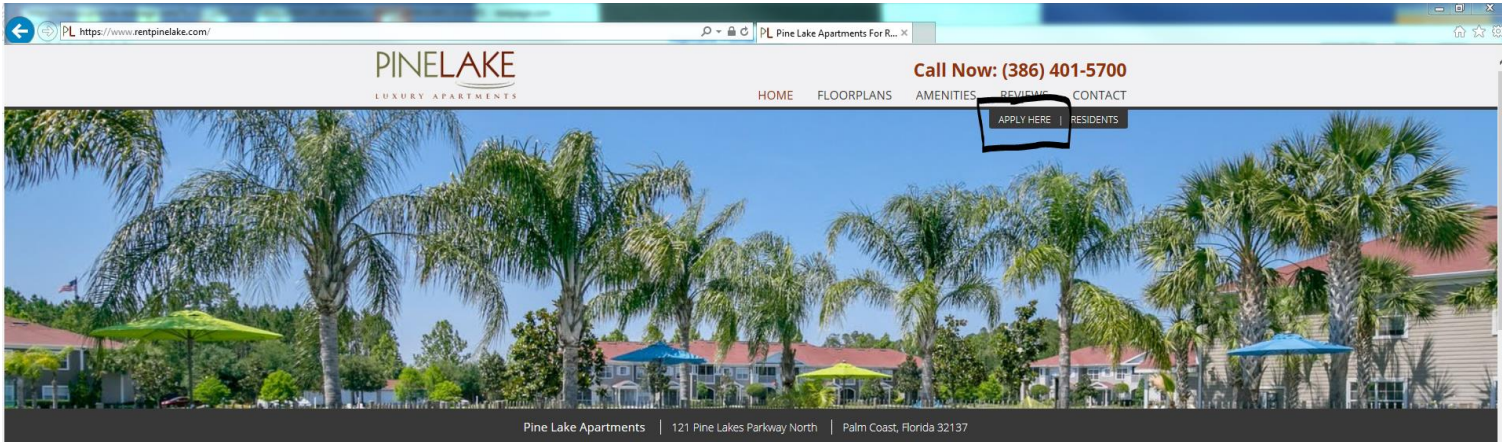


## Online Leasing Guide

When a prospect comes into your website, they will want to click Apply Here



Once on Apply Here page, they can toggle Price range, lease term, # of beds / baths. They can change their move in date; the units that are displayed as available will change depending on the move in date selected. If they received a quote in the office, they can enter that quote number and lease the unit online.

### Apply Here

[Home](#) [Secured with SSL](#) [Sign In](#)

**Price Range**  
\$1,000 - \$1,600

Low

High

**Lease Term**  
7 months - 13 months

Min

Max

**Beds**  
☒ 1  
☒ 2  
☒ 3

**Baths**  
☒ 1  
☒ 2

**Move-in Date**  
08/04/2017

Search →

Advanced Search »

**Have a Quote?**  
Quote Number

Select Unit

Apply

Sign Docs

1 Select a Unit

2 Select a Term

3 Customize

4 Get Quote

### Available Homes

[★ Compare](#)

Prices are subject to Lease Terms and Availability and may change without notice. Please contact the office with any specific questions you may have regarding pricing.

**Please select Move-In date to see full availability. Number of units shown is based on date selected.**

Page 1 | 2

These items match all of your search criteria:

**Longleaf - 3 Bed / 2 Bath**  
From **\$1,419/mo.\***

	UNIT	RENT FROM	DEPOSIT	SQ. FT.	AVAILABLE	SPECIAL	
★	1101	\$1,494	\$300	1,331	Now	---	<a href="#">Select</a>
★	1110	\$1,494	\$300	1,301	Now	---	<a href="#">Select</a>
★	402	\$1,419	\$300	1,301	Now	---	<a href="#">Select</a>

**Shortleaf - 2 Bed / 2 Bath**  
From **\$1,199/mo.\***

	UNIT	RENT FROM	DEPOSIT	SQ. FT.	AVAILABLE	SPECIAL	
★	210	\$1,199	\$300	1,185	Now	---	<a href="#">Select</a>


Once a unit is selected, they can then select the lease term they'd like. If you have "premiums" setup for short term leases, these will pull in. If you're on Yieldstar, there will be a "Are you Flexible" link next to the Continue button. They can click on that link and it will pull up the Yieldstar matrix to see the prices based on different Move-In dates.

If there were any amenities associated with the unit selected, they would show under the Apartment Details and the amenity pricing would already be added into the Rent amount shown.

## Apply Here

[Home](#) [Secured with SSL](#) [Sign In](#)

LONGLEAF - 3 BED / 2 BATH



The Longleaf - 3 Bed 2 Bath • 1,331 Sq Ft • Pine Lake

RENT

\$1,494.00

DEPOSIT

\$300.00

TERM

13 months

MOVE-IN

08/04/2017

UNIT

1101

SQUARE FEET

1,331

BEDROOMS

3

BATHROOMS

2

MAX OCCUPANTS

6

← Back

Select Unit

Apply

Sign Docs

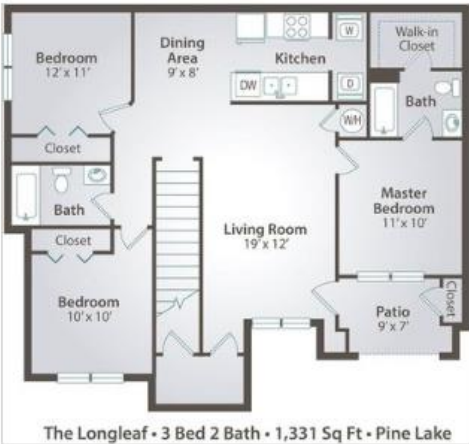
Select a Unit

Select a Term

Customize

Get Quote

Unit 1101 (Longleaf - 3 Bed / 2 Bath)



The Longleaf - 3 Bed 2 Bath • 1,331 Sq Ft • Pine Lake

CHOOSE A LEASE TERM

☒ \$1,494.00/month for 13 months

☐ \$1,494.00/month for 12 months

☐ \$1,534.00/month for 11 months

☐ \$1,534.00/month for 10 months

☐ \$1,534.00/month for 9 months



☐ \$1,534.00/month for 8 months

☐ \$1,534.00/month for 7 months

Based on 8/4/2017 move-in date.

Continue →

Print

Share  

APARTMENT DETAILS

COMMUNITY FEATURES

COMMUNITY INFORMATION

Square Feet

1,331

Bedrooms

3

Bathrooms

2

Max Occupants

6

Apartment Features:

- Full-size washer/dryer

Online Leasing Guide – Page 2

Once they click Continue they will be required to enter information about themselves – this will create their Prospect Guest Card.

### Tell us about yourself

Please enter your contact information below.

First Name	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email Address

Phone Number  Phone Type

Where did you hear about us?  Were you working with a leasing agent?

The system will let the prospect know that Trash and Pest Control are required fees. You can now see that the Rent amount on the left side has changed to include these fees (will only display if your site charges these fees).

### Apply Here

[Home](#) [Secured with SSL](#) [Sign In](#)

**LONGLEAF - 3 BED / 2 BATH**  
  
The Longleaf - 3 Bed 2 Bath - 1,331 Sq Ft - Pine Lake

[Select Unit](#) [Apply](#) [Sign Docs](#)

☒ Select a Unit

☒ Select a Term

☒ 3 Customize

☐ 4 Get Quote

### Customize Your Home

[INCLUDED SERVICES](#) [PETS](#)

These services are included as part of your monthly rent.

Resident Pest Control	\$5.00/month
Trash - Sub Metered	\$10.00/month


**RENT** **\$1,509.00**  
Amount includes customizations

DEPOSIT	\$300.00
TERM	13 months
MOVE-IN	08/03/2017
UNIT	1101
SQUARE FEET	1,331
BEDROOMS	3
BATHROOMS	2
MAX OCCUPANTS	6

It will then ask if they have a pet. They can click on “View Pet Policy” to read each sites pet policy. If they say NO, the can continue to the next page. If they say YES, they will be required to select whether it’s a Dog or Cat and enter the number of pets. Once again, if they say they have a pet, you can see that the Rent has changed to include that Monthly Pet Rent.

## Apply Here

[Home](#) [Secured with SSL](#) [Sign In](#)

**LONGLEAF - 3 BED / 2 BATH**  
  
The Longleaf - 3 Bed 2 Bath - 1,331 Sq Ft - Pine Lake

[Select Unit](#) [Apply](#) [Sign Docs](#)

✔ Select a Unit

✔ Select a Term

3 Customize

4 Get Quote

### Customize Your Home

[INCLUDED SERVICES](#) [PETS](#)

Do you have a pet? ☒ Yes ☐ No [VIEW PET POLICY](#)

Select a pet type from the drop-down. 

Pet type ▼

1 Dog [Remove](#)

DEPOSIT **\$0.00** FEES **\$275.00** RENT/MONTH **\$20.00**

← Back

Continue →

**RENT** **\$1,529.00**  
Amount includes customizations

DEPOSIT **\$300.00**

TERM **13 months**

MOVE-IN **08/03/2017**

UNIT **1101**

SQUARE FEET **1,331**

BEDROOMS **3**

BATHROOMS **2**

MAX OCCUPANTS **6**


[RealPage Privacy Policy and Terms of Use](#)

Online Leasing Guide – Page 4

They will then receive their quote number – at this point, they will also receive an email with their quote information.

[Home](#) Secured with SSL [Sign In](#)

**LONGLEAF - 3 BED / 2 BATH**



The Longleaf 3 Bed / 2 Bath - 1,331 Sq Ft - Pine Lake

**RENT**

**\$1,529.00**

Amount includes customizations

DEPOSIT

\$300.00

TERM

13 months

MOVE-IN

08/04/2017

UNIT

1101

SQUARE FEET

1,331

BEDROOMS

3

BATHROOMS

2

MAX OCCUPANTS

6

Select Unit

Apply

Sign Docs

Select a Unit

Select a Term

Customize

4 Get Quote

**Quote #408707**

This quote will expire on 8/5/2017 at 11:59 PM.

You can now proceed to reserve this apartment by starting the Apply process. Otherwise, the apartment specified within your quote continues to be available to other eligible applicants.

**LEASE INFORMATION**

Lease Term

13 Months

Date Available

Now

Move-in Date

08/04/2017

Lease Begins

08/04/2017

Lease Ends

09/03/2018

Deposit

\$300.00

**MONTHLY CHARGES**

Rent

\$1,494.00

Resident Pest Control

\$5.00

Trash - Sub Metered

\$10.00

Dog

\$20.00

Total Monthly Charges

\$1,529.00

**APARTMENT INFORMATION**

Unit #

1101

Floor Plan

Longleaf

Bedrooms

3

Bathrooms

2

Sqaure Feet

1,331

**GUEST INFORMATION**

Name

Pine Lake

Phone

(816) 888-8888 (Work)

Email

dmurmylo@maxusprop.com

**ADDITIONAL FEE INFORMATION**

Administrative Fees

\$150 Per prospect/household

Application Fee

\$75 Per lease signer and guarantor

Pet Fees - Dog

\$275 Per pet

**UNIT AMENITIES**

Full-size washer/dryer

← Customize

Apply →

Copy of the email with their quote that they will receive.

Your quote #408707 from Pine Lakes

 [Inbox](#) 



 [manager@rentpinelake.com](mailto:manager@rentpinelake.com) via [email.crossfire.realepage.com](mailto:email.crossfire.realepage.com)  
to me 

9:43 AM (1 minute ago) 



[Pine Lakes](#)

### Pine Lake, this is your quote from Pine Lakes

Thank you for your interest in Pine Lakes. A copy of this quote has been sent to the email address you provided. We suggest you print this page now. This quote expires on 8/5/2017. To receive this price, you must lease the apartment before the expiration date. If you need assistance, you can reach us at the phone number shown above.

The prices shown on this quote are guaranteed for 2 calendar day(s). During this time, the apartment is still available to be leased by other applicants.

Thank you for choosing Pine Lakes for your new home. We look forward to making your residency as enjoyable as possible.

Sincerely,  
Leasing Staff

Should you have any questions, please call us at [\(386\) 988-3888](tel:(386)988-3888).

[Continue leasing](#)

---

*Quote #408707 was issued on 8/3/2017 and expires on 8/5/2017.*

**Created for** Pine Lake  
[\(816\) 888-8888](tel:(816)888-8888)  
[dmurmylo@maxusprop.com](mailto:dmurmylo@maxusprop.com)

**Unit** #1101  
Floor plan "Longleaf"  
3 bedrooms / 2 bathrooms  
1,331 square feet  
Available 08/04/2017

**Lease** 13 Months lease term  
Lease begins on 8/4/2017 and ends on 9/3/2018  
Move in 8/4/2017  
\$300.00 deposit

An application fee, administration fee and security deposit of \$525.00 are due at the time of application. Any other deposits or fees are due at time of move-in.

<b>Monthly charges</b>	Rent	\$1,494.00
	Resident Pest Control	\$5.00
	Trash - Sub Metered	\$10.00
	Dog	\$20.00
<b>Total monthly charges</b>		\$1,529.00

**Unit amenities**

- Full-size washer/dryer

---

Pine Lakes  
121 Pine Lakes Pkwy N, Palm Coast, Florida 32137  
[\(386\) 988-3888](tel:(386)988-3888)

---

This email was sent to [dmurmylo@maxusprop.com](mailto:dmurmylo@maxusprop.com). This message is intended only for the use of the individual or entities to which it is addressed, and may contain information that is private or confidential. If you are not the intended recipient, any dissemination, distribution,

Once they click Apply for the website, a box will pop up telling them what is required in order to start their application and get Approved.

### Start Application

You can now start applying for a unit! This process requires the following information:

- Enter Username and Password
- Email Address for all Adult Residents
- Driver's License Number
- Social Security Number
- Credit Card or Banking Information

Ok

At this point, they can now begin to fill out their “Application”. This will be their “Pre-Qualifying” information; what they need for screening to occur. Any box that is yellow is a required field. They will be required to create a username and password; this will be used if at any point they need to log out and finish later. This username / password is only good for the prospect portal – NOT their resident portal – that will be a different username / password. Password does have to be 8 characters in length.

Home

Secured with SSL

Sign in

LONGLEAF - 3 BED / 2 BATH

RENT

\$1,529.00

Amount includes customizations

DEPOSIT

\$300.00

TERM

13 months

MOVE-IN

08/04/2017

UNIT

1101

SQUARE FEET

1,331

BEDROOMS

3

BATHROOMS

2

MAX OCCUPANTS

6

Select Unit

Apply

Sign Docs

1 Applicants

2 Personal Info

3 Agreements

4 Payment

5 Results

### Residents

Please list any additional residents who will live in the selected home. Each additional resident will receive an email with instructions on how to complete this application.

> INFORMATION NEEDED TO PROCEED

Pine Lake

dmurmylo@maxusprop.com

EDIT

RESIDENT

First Name

Middle Name

Last Name

Pine

Lake

☐ I have no middle name.

Email Address

dmurmylo@maxusprop.com

CREATE YOUR USERNAME AND PASSWORD

Username

Password

Confirm Password

Save

Add Resident

How many residents will be living in the unit?

(Please include anyone under the age of 18.)

Total Residents

▼

← Back

Save & Continue →




Once they create their username / password, they can Add Residents (Lease Signing Residents ONLY, not Minors). There are 2 ways you will see Residents being added.

### 1) EACH RESIDENT ENTERS THEIR OWN INFORMATION

The Primary Applicant (in this case, Pine Lake) will have to add the First, Middle, Last Name, Email Address and Resident type (co-head, roommate, spouse...). Once the Primary clicks Save, each resident that was added will receive an email stating that "Primary Applicant" has applied online at "Site Name". The email will contain a link that will take the resident(s) into online leasing, where they can create their portal. The link automatically ties the additional resident(s) to the Primary's account, so they will not have to select a unit number, lease term.

Each resident will have to enter their "Pre-Qualifying" information (Name, DOB, Social, DL#, Income). Once ALL residents have entered their "pre-qualifying" information, they will be required to pay their portion of the fees. Each resident will pay for their own Application Fee, but the Administration Fee and the Security Deposit (if applicable) will be split equally among the number of residents applying. THEN the system will screen all of the residents together.

**LONGLEAF - 3 BED / 2 BATH**



The Longleaf - 3 Bed / 2 Bath - 1,331 Sq Ft - Pine Lake

**RENT** **\$1,529.00**  
Amount includes customizations

**DEPOSIT** **\$300.00**

**TERM** **13 months**

**MOVE-IN** **08/04/2017**

**UNIT** **1101**

**SQUARE FEET** **1,331**

**BEDROOMS** **3**

**BATHROOMS** **2**

**MAX OCCUPANTS** **6**

1 Applicants

2 Personal Info

3 Agreements


4 Payment

5 Results

## Residents

Please list any additional residents who will live in the selected home. Each additional resident will receive an email with instructions on how to complete this application.

> INFORMATION NEEDED TO PROCEED

**Pine Maxus Lake**  
dmurmylo@maxusprop.com

EDIT

**RESIDENT**

**First Name**

**Middle Name**

**Last Name**

☐ I don't know their middle name.

**Email Address**

**Resident Type**

Select an Option

☐ Check this box if you have authorization to enter their personal information, such as driver's license and Social Security or Tax Identification number.

Cancel

Save

Add Resident

### 2) THE PRIMARY APPLICANT ENTERS RESIDENTS INFORMATION FOR BOTH RESIDENTS

IF the Primary Applicant knows the resident(s) "Pre-Qualifying" information, he/she can enter it for the other resident(s) by checking the box that says "Check this box if you have authorization to enter their personal information...".

The resident(s) will still receive an email that contains a link to login and create their portal account, but since the Primary has already entered all of their information for screening, they will not need to; they will however have to log in to fill out their application and sign lease documents. If the Primary has checked this box, the Primary will be



responsible for the Application Fee for themselves and each Resident that they entered and the full amount of the Administration Fee and Security Deposit (if applicable).

Once the Primary has added all their residents (if any) they must tell the system the total number of residents that will reside in the unit (this DOES include any minors). Then they can Save & Continue.

UNIT	UNIT
SQUARE FEET	1,331
BEDROOMS	3
BATHROOMS	2
MAX OCCUPANTS	6

RESIDENT

First Name

Middle Name

Last Name

Pine

Lake

☐ I have no middle name.

Email Address

dmurmylo@maxusprop.com

CREATE YOUR USERNAME AND PASSWORD

Username

Password

Confirm Password

Save

Add Resident

How many residents will be living in the unit?  
(Please include anyone under the age of 18.)


Total Residents

← Back

Save & Continue →

At this point, they are entering their Pre-Qualifying information (if they added a Resident and checked the box that they have authorization, they will enter the Residents information after their own and before hitting Continue).

LONGLEAF - 3 BED / 2 BATH



The Longleaf - 3 Bed / 2 Bath - 1,331 Sq Ft - Pine Lake

RENT

\$1,529.00

Amount includes customizations

DEPOSIT

\$300.00

TERM

13 months

MOVE-IN

08/04/2017

UNIT

1101

SQUARE FEET

1,331

BEDROOMS

3


BATHROOMS

2

MAX OCCUPANTS

6

Please ensure all entries are complete and accurate to prevent delays in processing your application.

 **PINE MAXUS LAKE**  
Resident

PERSONAL

First Name

Middle Name

Last Name

Pine

Maxus

Lake

☐ Check this box if you have no middle name.

Date Of Birth

Gender

Gender information is requested and used solely for the purpose of any criminal background screen performed in connection with your lease application.

Select an Option

IDENTIFICATION 1

Type

Select an Option

IDENTIFICATION 2

Type

State

Number

Select an Option

Select an Option

CURRENT ADDRESS

Country

United States\*

Address

Address Line 1

Address Line 2

City

State

Zip Code

Select an Option

\* If you are currently residing outside of the United States, please enter your last known United States address.

INCOME

Primary Annual Income

Other Annual Income

Save

← Back

Continue →

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Online Leasing Guide – Page 10

They will then be asked to Sign Agreements – there will be 4 agreements that are required to be signed via DocuSign:

- 1) Term of Use – RealPage’s “Terms of Use” for Online Leasing.
- 2) Pet Policy – Required to sign whether they stated that they have a pet or not.
- 3) Screening Consent Form
- 4) Rental and Approval Requirements

These forms can be downloaded and printed, however, as each form is signed, the applicant will receive an email with the signed form.

APPLY HERE | RESIDENTS

Pine Lake Apartments - Palm Coast, Florida

Apply Here


Home

Secured with SSL

Pine Lake *This is not me!*

Sign Out

LONGLEAF - 3 BED / 2 BATH



The Longleaf - 3 Bed 2 Bath - 1,331 Sq Ft - Pine Lake

RENT

\$1,529.00

Amount includes customizations

DEPOSIT

\$300.00

TERM

13 months

MOVE-IN

08/04/2017

UNIT

1101

SQUARE FEET

1,331

BEDROOMS

3

BATHROOMS

2

MAX OCCUPANTS

6

Select Unit

Apply

Sign Docs

Applicants

Personal Info

3 Agreements

4 Payment

5 Results

Sign Agreements

Powered by DocuSign

We utilize DocuSign to electronically sign documents. It's safe and secure. Please review and sign the documents below.

Terms Of Use

Pet Policy

Screening consent form

Rental and approval requirements

← Back


Save & Continue →

RealPage Privacy Policy and Terms of Use

Once all forms have been signed, they move to step 4 of the Apply Process – Payment.

The system defaults to e-check option – where the applicant would need their checking or savings Routing and Account number. Or they can select Visa, MasterCard or Discover.

[Home](#) [Secured with SSL](#) **Pine Lake** *This is not me!* [Sign Out](#)

**LONGLEAF - 3 BED / 2 BATH**  
  
The Longleaf - 3 Bed 2 Bath - 1,331 Sq Ft - Pine Lake

**RENT** **\$1,529.00**  
Amount includes customizations  
**DEPOSIT** **\$300.00**  
**TERM** **13 months**  
**MOVE-IN** **08/04/2017**  
**UNIT** **1101**  
**SQUARE FEET** **1,331**  
**BEDROOMS** **3**  
**BATHROOMS** **2**  
**MAX OCCUPANTS** **6**

[Select Unit](#) [Apply](#) [Sign Docs](#)

[Applicants](#) [Personal Info](#) [Agreements](#) **4 Payment** [5 Results](#)

### Verify Information, Pay Fees And/Or Deposits





PERSONAL INFO	EDIT	ADDRESS	EDIT	ANNUAL INCOME	EDIT
Pine Maxus Lake DOB: 09/09/**** SSN: ***-**-7425 DL: ****0327 - Ohio		598 Harr Way, Belmont, OH, 43718, United States		Primary \$100,000.00 Other \$0.00 Total \$100,000.00	

### FEES AND DEPOSITS

Online Application Fee	\$75.00
Online Administrative Fees	\$150.00
Security Deposit.	\$300.00
<b>Total</b>	<b>\$525.00</b>

**Total fees and deposits** **\$525.00**

### PAYMENT METHOD

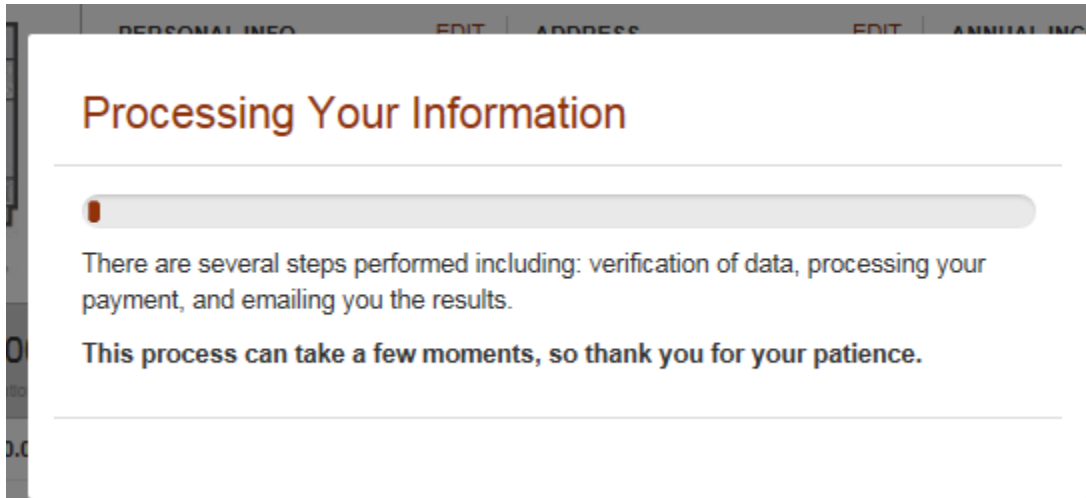


Select this option to pay with a bank account.

<b>Name On Account</b>	<b>Account Type</b>
<input type="text" value="Pine Maxus Lake"/>	<input type="text" value="Select an Option"/>
<b>Routing Number</b>	<b>Account Number</b>
<input type="text"/>	<input type="text"/>

[← Back](#) [Save & Continue →](#)

Once they click Save & Continue a box will pop up that says Processing Your Information. At this point, the system is now screening them based on the “Pre-Qualifying” information that was entered.




As long as the screening comes back as a PASSED decision, the applicant will be able to move on through to fill out their Application and sign lease documents.

If the screening decision comes back as CONDITIONAL or DENIED, the online leasing system will be paused. The applicant will get a screen that says “We’re unable to make a screening decision at this time. Please contact the office”.

The office staff will need to go into the applicant and look at and make a decision on their screening. Once a screening decision has been made, you will need to let the applicant know that they need to log back into the Prospect Portal and complete their application and sign documents.

Once Screening is complete, they move onto Step 1 of the Sign Docs process – Application details

LONGLEAF - 3 BED / 2 BATH



764 Longleaf - 3 Bed / 2 Bath - 1351 SQ FT - 1101

RENT

\$1,529.00

Amount includes customization

DEPOSIT

\$300.00

TERM

18 months

MOVE-IN

08/04/2017

UNIT

1101

SQUARE FEET

1,351

BEDROOMS

3

BATHROOMS

2

MAX OCCUPANTS

6

Select Unit

Apply

Sign Docs

1 Details

2 Sign Application

3 Summary

4 Payment

Additional Information

Please complete the additional information to continue your leasing experience.

ADDRESS HISTORY

Please tell us about where you have lived, including your current residence.

Please add current or previous address to proceed.

Add

EMPLOYMENT HISTORY

Please take a moment to provide details about your employment history.

Please enter current employer information to proceed.

Current

Annual Income: \$100,000.00

Edit

Previous

Annual Income: \$0.00

Edit

EMERGENCY CONTACT

Please let us know who we can contact in the event of an emergency.

Please enter Emergency contact information to proceed.

Add

VEHICLE INFORMATION

Add

PET INFORMATION

Please enter the pet(s) information to proceed.

If you need to Add or Delete a pet, please contact the leasing office.

DOG

Name:

Breed:

Color:

Edit

RESIDENTS UNDER 18

Please add anyone under the age of 18 who will reside in the home. Additional information will be required for these residents in the leasing office.

Add

MARITAL STATUS AND PHONE NUMBERS

Please enter additional contact information to proceed.

Select an Option

Mobile:

Home:


Work: (516) 888-8888

Edit

Save & Continue →

Address History – If they enter anything less than 6 months, they will be required to enter additional previous address history as well.

**LONGLEAF - 3 BED / 2 BATH**



The Longleaf 3 Bed / 2 Bath - 1,281 SQ FT - Plus Lake


**RENT** **\$1,529.00**  
Amount includes customizations


**DEPOSIT** **\$300.00**


**TERM** **18 months**

**MOVE-IN** **08/04/2017**

**UNIT** **1101**

 **Select Unit**

 **Apply**

 **Sign Docs**

**1 Details**

**2 Sign Application**

**3 Summary**

**4 Payment**

### Additional Information

Please complete the additional information to continue your leasing experience.

#### ADDRESS HISTORY

Please tell us about where you have lived, including your current residence.

Please add current or previous address to proceed.

Add

### Previous Address History

☒ Rent ☐ Own

Property Name

Manager/Contact

Phone

Email Address

Fax

Reason For Leaving

Move In Date

Move Out Date

Monthly Rent

Country

United States

Address

Address Line 1

Address Line 2

City

State

Select an Option

Zip Code

Cancel

Save



Employment History - If they enter anything less than 6 months, they will be required to enter additional previous employment history as well.

SQUARE FEET	1,331
BEDROOMS	3
BATHROOMS	2
MAX OCCUPANTS	6

### EMPLOYMENT HISTORY

Please take a moment to provide details about your employment history.

Please enter current employer information to proceed.

Current	Annual Income: \$100,000.00	Edit
Previous	Annual Income: \$0.00	Edit

## Current Employment

Employer Name	Title		
Job Type	Start Date		
Select an Option			
Primary Annual Income	Other Annual Income		
\$100,000.00	\$0.00		
Supervisor Name	Supervisor Phone		
Email Address	Supervisor Fax		
Country			
United States			
Address			
104 Armour Road			
Address Line 2			
City	State	Zip Code	
	Select an Option		

Cancel

Save

Under Emergency Contact, there is an Allow Access checkbox. That often gets missed, so if it's not checked on their Online Application Agreement, you may want to verify with the applicant if they want to allow access to their emergency contact.

EMERGENCY CONTACT

Please let us know who we can contact in the event of an emergency.

Please enter Emergency contact information to proceed.

Add

Emergency Contact

Allow Access

In the event of serious illness, death or other circumstances that would make you unavailable, the emergency contact can remove your property from your unit or common area.

First Name

Last Name

Relationship

Home Phone

Cell Phone

Work Phone

Country

United States

Address

Address Line 1

Address Line 2

City

State

Select an Option

Zip Code

Cancel

Save

Vehicle Information can be added, but is not required. At this time, I don't have a way to make it required.

VEHICLE INFORMATION

Add

Pet Information is only required if you stated you had a pet at the beginning of the Online Leasing process. If the applicant selected that they didn't have a pet at the beginning, they can't add one at this point – it will have to be added in office. If your site has breed restrictions or weight limits, the system will NOT flag it or let the applicant know – they have already read and electronically signed the Pet Policy –so they should know of any restrictions. Just keep an eye on the pets as they come in to verify such information.

**PET INFORMATION**

Please enter the pet(s) information to proceed.

If you need to Add or Delete a pet, please contact the leasing office.

DOG

Name:

Breed:

Color:

Edit

**Pet Information**

Please provide information about your pet.

Pet Owner

Pine Lake

Pet Type

DOG

Breed

Color

Pet Name

Weight (lbs)

Age (years)

Select an Option

Notes

Cancel

Save

## Residents Under 18

If there are any minor children, they can now be entered.

**RESIDENTS UNDER 18**

Please add anyone under the age of 18 who will reside in the home. Additional information will be required for these residents in the leasing office.

Add

Once your Application Details have been entered, you move onto Step 2 of Sign Docs process.


Application Agreement. Applicants will be required to click on the blue link – this will open up DocuSign. Once they sign, the Continue button will no longer be greyed out.

## Apply Here

Secured with SSL

Pine Lake [This is not me!](#) [Sign Out](#)

LONGLEAF - 3 BED / 2 BATH



The Longleaf - 3 Bed 2 Bath - 1,331 Sq Ft - Pine Lake

RENT

\$1,529.00

Amount includes customizations

DEPOSIT

\$300.00

TERM

13 months

MOVE-IN

08/04/2017

UNIT

1101

Select Unit

Apply

Sign Docs

Details

2 Sign Application

3 Summary

4 Payment

Application Agreement

Powered by DocuSign

We utilize DocuSign to electronically sign documents. It's safe and secure. Each applicant must review and sign the documents below.

1 document (not signed)

← Back

Continue →

Step 3 of Sign Docs Process is the Summary Page – an overview of their lease and charges. They have to agree to the terms of the lease summary before they can continue

Secured with SSL

Pine Lake [This is not me!](#) [Sign Out](#)

LONGLEAF - 3 BED / 2 BATH

The Longleaf - 3 Bed / 2 Bath - 1,331 Sq Ft - Pine Lake

RENT **\$1,529.00**

Amount includes customizations

DEPOSIT **\$300.00**

TERM **13 months**

MOVE-IN **08/04/2017**

UNIT **1101**

SQUARE FEET **1,331**

BEDROOMS **3**

BATHROOMS **2**

MAX OCCUPANTS **6**

Select Unit

Apply

Sign Docs

Details

Sign Application

Summary

Payment

## Lease Summary

### LEASE INFORMATION

Residents	Pine Lake
Unit	1101
Move-in date	8/4/2017
Lease start date	8/4/2017
Lease end date	9/3/2018

### RECURRING MONTHLY CHARGES

Rent, unit 1101	\$1,494.00
Trash Billing	\$10.00
Resident Pest Control	\$5.00
Monthly Pet Rent	\$20.00
<b>Total recurring monthly charges</b>	<b>\$1,529.00</b>

### DUE AT MOVE-IN

Rent, unit 1101	\$1,394.40
Pet Fees - Dog	\$275.00
Trash Billing	\$9.33
Resident Pest Control	\$4.67
Monthly Pet Rent	\$18.67
<b>Total due at move-in (8/4/2017)</b>	<b>\$1,702.07</b>

### DUE NOW

Floorplan deposit, 3/2 B (unit 1101)	\$300.00
Online Application Fee	\$75.00
Online Administrative Fees	\$150.00
<b>Total fees and/or deposits</b>	<b>\$525.00</b>
Pine Lake Online Payment Fee	(\$525.00)
<b>Total payments made to date</b>	<b>(\$525.00)</b>
<b>Total due now</b>	<b>\$0.00 *</b>

\* The amounts displayed do not reflect pre-qualification deposits. If you have questions regarding the total balance due, contact your leasing agent at (386) 986-3000.

☒ I agree to the terms of the lease summary.

← Back

Continue →

They will then be informed that Renters Insurance is required. The applicant can choose YES – I'd like more information on eRenter Plan. If they select this option, they will get a free quote from eRenter, this does not sign them up for the eRenter Plan. Or they can select NO, I already have renter's insurance.

Secured with SSL

Pine Lake *This is not me!* [Sign Out](#)

LONGLEAF - 3 BED / 2 BATH

The Longleaf - 3 Bed 2 Bath - 1,331 Sq Ft - Pine Lake

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\$1,529.00

Amount includes customizations

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MOVE-IN

08/04/2017

UNIT

1101

SQUARE FEET

1,331

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3

BATHROOMS

2

MAX OCCUPANTS

6

Select Unit

Apply

Sign Docs

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Protect Yourself.

Get the Best Rate with **eRenterPlan.**

Protect your home and let us give you the peace of mind you need before move-in.

FIRE PROTECTION

THEFT PROTECTION

PERSONAL CONTENTS REPLACEMENT COVERAGE

COVERAGE FOR UP TO 5 LESSEES

UP TO 45% LESS COST W/ BETTER COVERAGE

☒ Yes! Please send me more information.  
Join the 600,000 other eRenterPlan customers who are worry free.

☐ No thanks, I already have renter's insurance.  
I acknowledge that my lease contains a financial responsibility requirement to maintain renters insurance. I will be in violation of the lease agreement if coverage is not in place during the full term of the lease.

← Back

Continue →

eRenterPlan is offered by LeasingDesk Insurance Services, a licensed Insurance agency operated by Multifamily Internet Ventures, LLC. CA Agency license # 0012126. This content is only a general description of policy coverage and not a statement of contract. Coverage is subject to the terms, provisions, exclusions, and conditions in the policy itself and in any endorsements.

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Now we move into the Sign Documents page. The applicant will need to click on the blue link to open DocuSign and apply signature. Once all forms have been signed, they Continue button will no longer be greyed out.

## Apply Here

Secured with SSL

Pine Lake [This is not me!](#) [Sign Out](#)

LONGLEAF - 3 BED / 2 BATH



The Longleaf - 3 Bed 2 Bath - 5,035 Sq Ft - Pine Lake

RENT

\$1,529.00

Amount includes customizations

DEPOSIT

\$300.00

TERM

13 months

MOVE-IN

08/04/2017

UNIT

1101

SQUARE FEET

1,331

BEDROOMS

3

BATHROOMS

2

MAX OCCUPANTS

6

Select Unit

Apply

Sign Docs

Details

Sign Application

Summary

Payment

Sign Documents

Powered by DocuSign

We utilize DocuSign to electronically sign documents. It's safe and secure. Each applicant must review and sign the documents below.

13 documents (not signed)

Back

Continue

RealPage Privacy Policy and Terms of Use




Applicants have now completed their online leasing process. From here, they can upload any required documents, print or email their move in balance or visit Resident Website – this will take them into Active Building or Welcome Home Resident Portal.

## Apply Here

Secured with SSL

Pine Lake [This is not me!](#) [Sign Out](#)

LONGLEAF - 3 BED / 2 BATH



The Longleaf - 3 Bed / 2 Bath - 1,331 sq ft - Pine Lake

Select Unit

Apply

Sign Docs

Details

Sign Application

Summary

4 Payment

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Amount includes customizations

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TERM

13 months

MOVE-IN

08/04/2017

UNIT

1101

SQUARE FEET

1,331

BEDROOMS

3

BATHROOMS

2

MAX OCCUPANTS

6

### Congratulations!

You have completed the Online Leasing process. Choosing a home is an important decision and we're glad you chose us.

Should you have any questions, please don't hesitate to contact us at (386) 986-3696.

#### THANK YOU!

Please note, our leasing staff is reviewing your application and additional documents (such as proof of income, valid government ID, rental verification and proof of renters insurance) will be required. Save some time and upload these documents below.

\*Deposit is subject to change based on rental and income verification\*

**Please note, your lease is not final until countersigned by office staff.**

VISIT RESIDENT WEBSITE →

Other items you might need to complete your move-in:

Required Documents

Move-In Balance

How to get here

Upload

Print

Email

Show Map

RealPage, Inc is providing the Payments Service to Pine Lakes as payee-agent, and all payments submitted by Pine Lakes customers through RealPage's Payments Service shall constitute payments to Pine Lakes.

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