



Application Tracker

Property Address: Property Address

Applicant Name: Future Tenant Name

	Description of actions to be taken	Complete Y/N	Date
1	Tenant submits Rental application at Zillow.com or Apartments.com or RentaSpree or similar industry standard portal	☐	
2	Tenant submits income verification documents and relevant documents for Credit Check and background check during the Rental Application	☐	
3	Setup Appointment for viewing the property	☐	
4	Share your input with our agent available during the showing. Tell the agent what you need to make this your next home or email to manager@leasethe.com	☐	
5	Tenant Informs decision by End of next calendar Day	☐	
6	Rental Application is returned with one of the following. • APPROVED and Ready for Lease Signing • APPROVED with Additional Deposit. And Ready for Lease Signing • PENDING and waiting for another applicant to finish lease. • CLOSED since property is already rented	☐	
7	If APPROVED Lease Signing begins. Landlord or Agent sends below for review and questions. • Draft copy of lease • Addendum to lease (any) • Rent Summary	☐	
8	If APPROVED Landlord does a background check using SafeRent or RentSpree or similar service. Landlord pays. Tenant approves for this additional check. This is done only at Lease Signing. Or Possibly Before Move-in	☐	
9	If APPROVED Send Security Deposit to Landlord or Agent with-in 24 hours of signing the lease	☐	
10	If APPROVED Landlord signs the lease	☐	