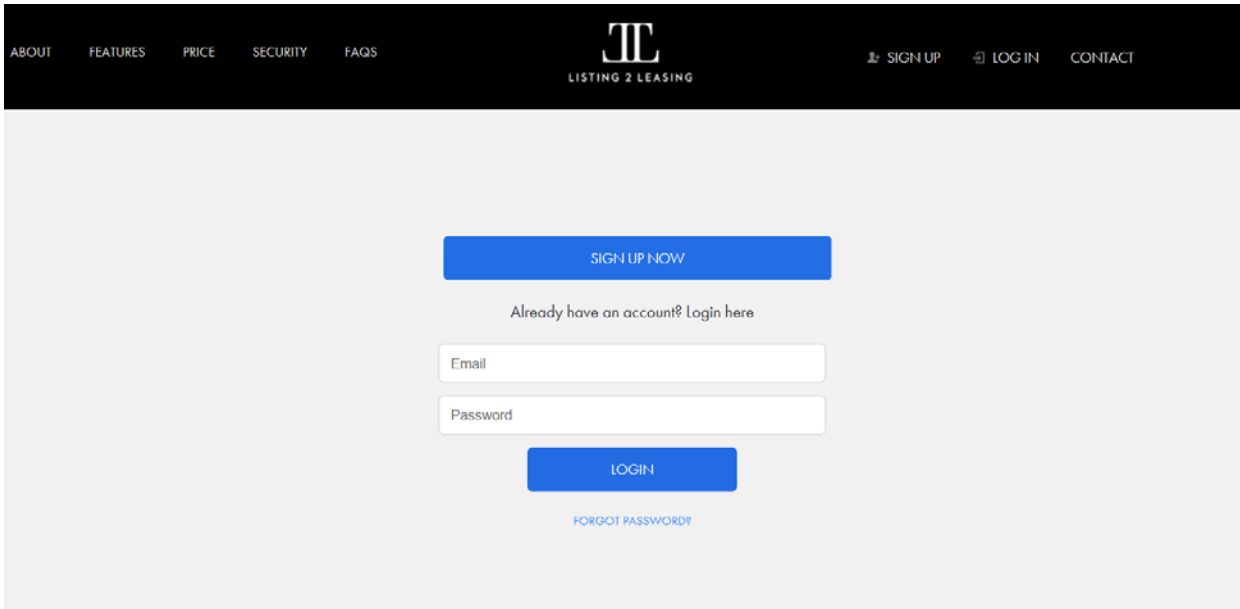
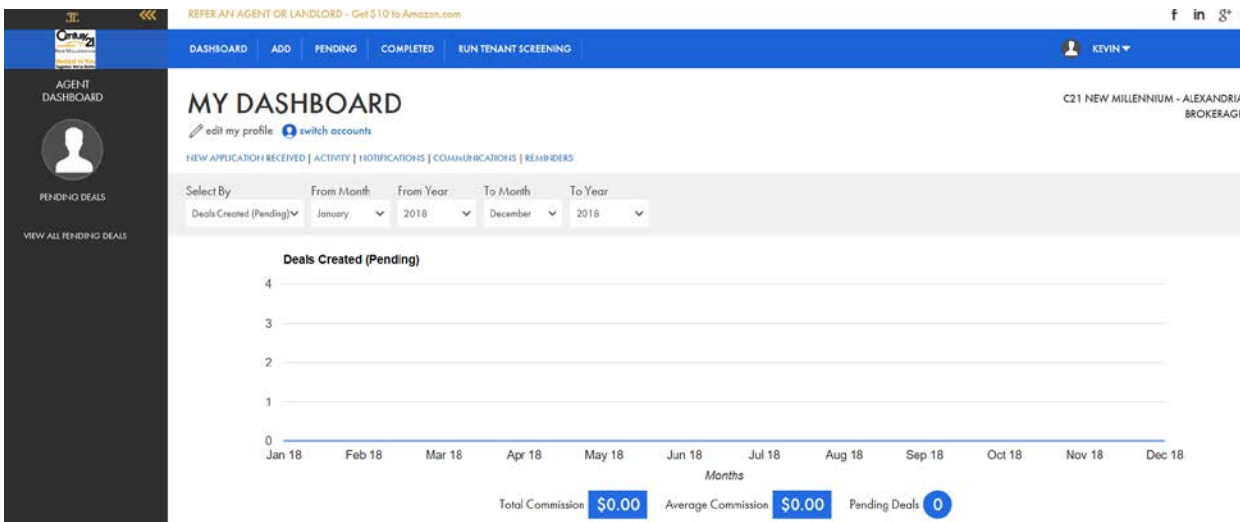


- Access is As Follows
 - Navigate to your Agent Dashboard > click the “Tenant Screening Services” link
- Login Page
 - Great news as you are automatically enrolled! You simply need to login.
 - Standard webpage login page
 - Enter your C21NM email address and password (from the L2L email you received)
 - DO NOT CLICK ON SIGN UP NOW as you are pre-enrolled

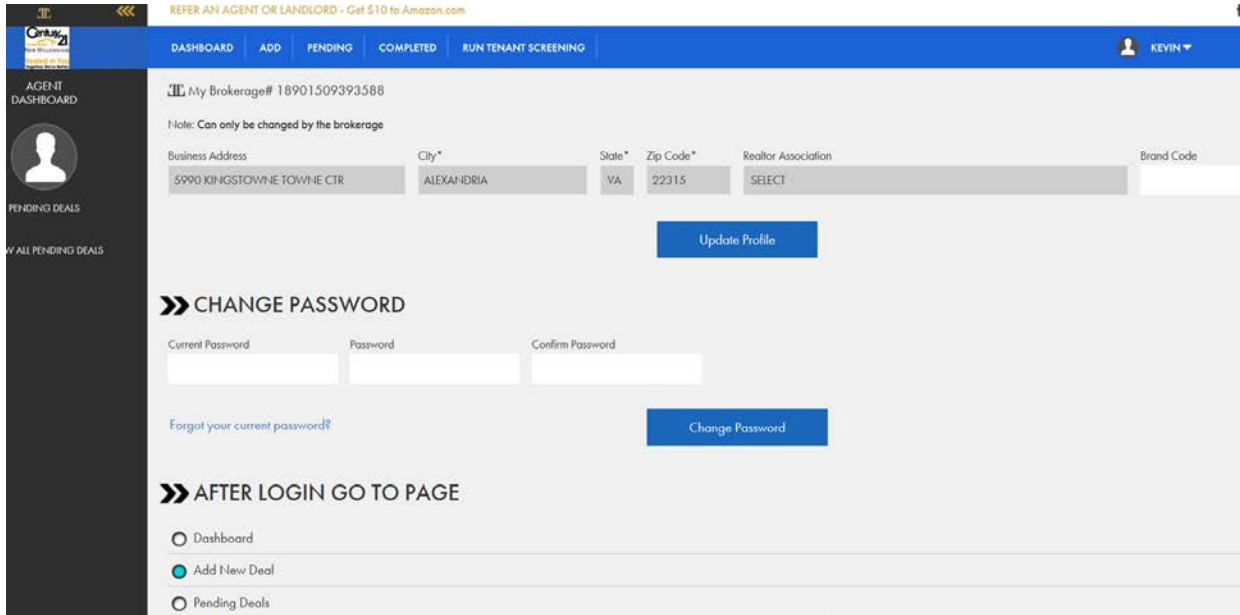


- Your login will take you to an entry page for a new leasing transaction. Let’s browse through the Dashboard first
- Click “Dashboard” on the blue menu bar
- My Dashboard/Home Page on L2L Site
 - Provides a snapshot view of your deals
 - Editable for different views (e.g. Deals Created, Rental Price and Commission \$)



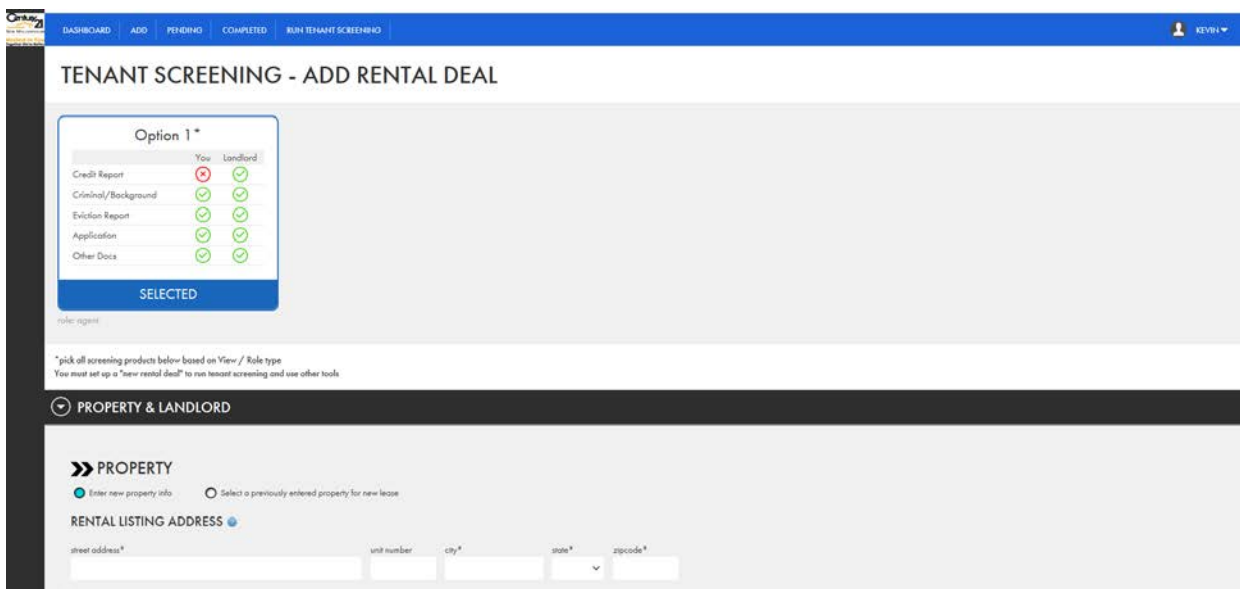
- **Settings Page – For Password Change**

- During your initial login session, you'll want to change your password beyond the generic password provided in the introductory email you receive.
- Hover your mouse over your name on the blue menu bar ("Kevin" in this example) and a Settings option will appear. Click "Settings" and proceed to change your password.
- Make your password complex including a capital letter, number and symbol
- Save your changes by clicking the "Change Password" blue box



- **Add and Run Tenant Screening Options/Views from the Menu Bar – Start to Enter Deals!**

- The menu tabs "Add" and "Run Tenant Screening" provide the same functionality
- This is where you will start to enter your deal
- Simply start by entering the property address



- Landlord Info Section

- After entering the property address, you next enter the Landlord’s information
- This is an important step as the L2L system creates a communication hub circle between the Agent, the Landlord and the Applicant(s) to keep all abreast of updates/changes
- Enter the Lease Date Available for the subject property as well as the monthly rent amount

DASHBOARD ADD PENDING COMPLETED RUN TENANT SCREENING KEVIN

RENTAL LISTING ADDRESS

street address* unit number city* state* zipcode*

123 Main Street Anytown FL 33615

» LANDLORD

*Landlord's information will not be displayed ADVERTISE publicly by listing 2 leasing.
*Landlord will be emailed to create a free account and participate in this transaction.
*Only the landlord and individual tenant will receive the credit report. Broker and landlord will receive the rest of the application materials.

Enter new landlord info Select a previously entered landlord for new lease

landlord's legal first name* landlord's legal last name* landlord's e-mail address*

LEASE DATE AVAILABLE

date available*

RENT

monthly rent amount

\$

CONTINUE

- Tenant Screening Products

- This screen will appear once you complete the Landlord section
- As C21NM has brokered a deal for a full suite of tenant screening reports, the applicant fee is \$75/applicant with the Landlord receiving the reports for review in his/her applicant evaluation process
- The reports include Credit Report, Criminal Background Check, Eviction Report, Employer Verification and Landlord Verification. Some additional information is required to complete the Employer Verification and Landlord Verification reporting.
- Simply click “Continue” in the blue box

TENANT SCREENING PRODUCTS

SELECT SCREENING & PRODUCTIVITY PRODUCTS FOR YOUR DEAL

Because we provide this platform free of charge, we require that you utilize at least one tenant screening product for each deal.

L2L RECOMMENDED PACKAGE

CREDIT CHECK FOR LANDLORD BACKGROUND CHECK EVICTION REPORT ELECTRONIC APPLICATION DOCUMENT MANAGEMENT

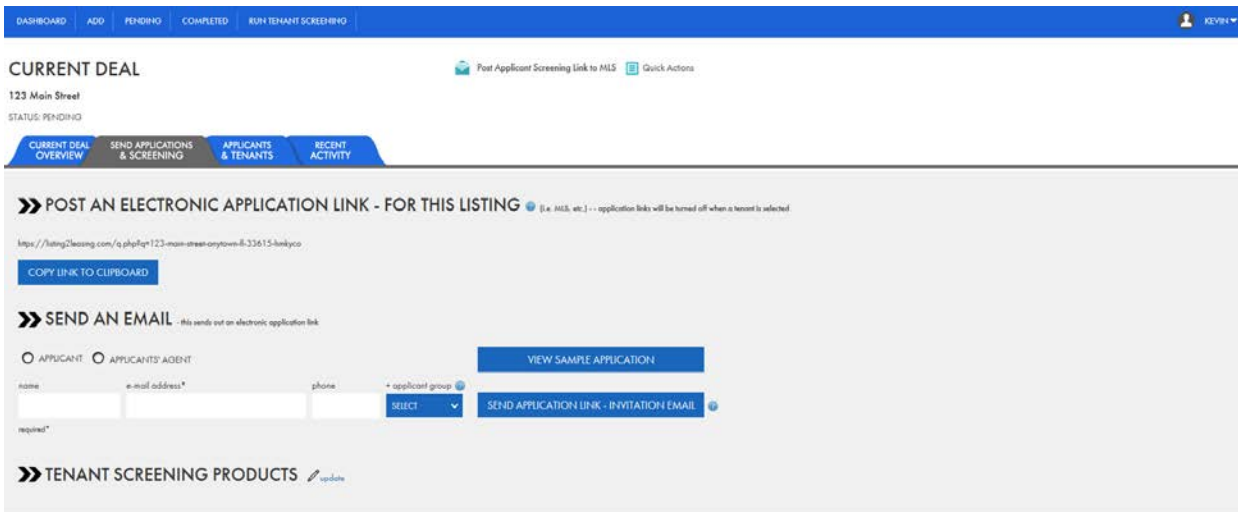
\$75.00* paid by tenant
\$84.80 value!

CONTINUE

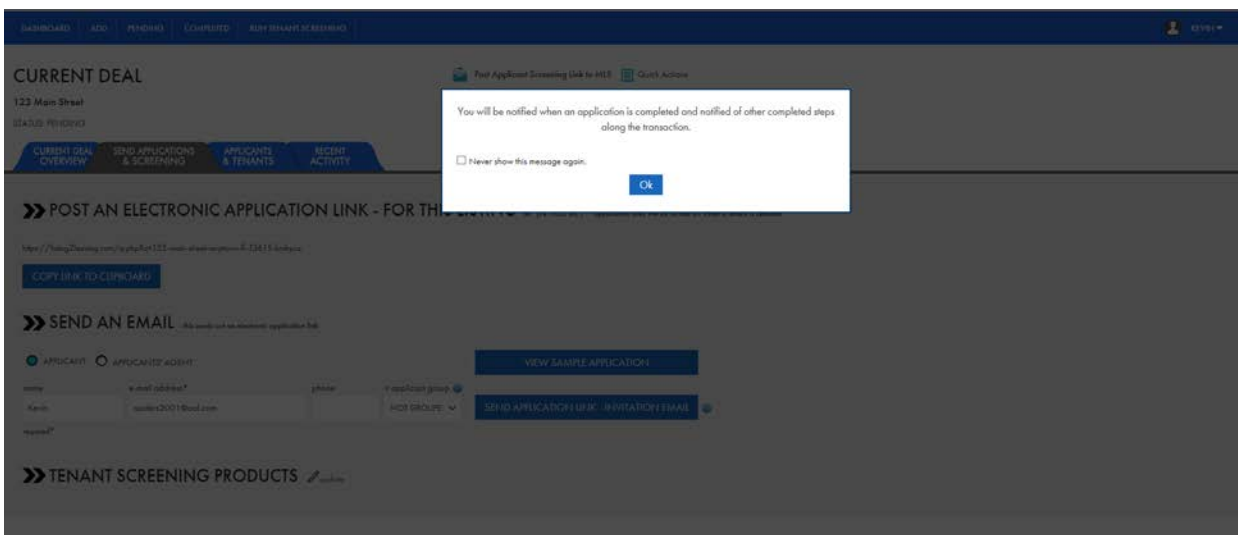
* when you click "CONTINUE" the Landlord will be sent a welcome message to participate in this deal and you've set, documents will be shared automatically with the Landlord.
**Landlord must sign into the system in order to review credit, tenant screening and sign documents. This platform is free for brokers and landlords.
Restrictions apply. See details.

- Send Applicant Link/Email

- The system continues the process with the Send Applicant Link/Email step
- Should you have an applicant identified, you will enter that applicant's requested information here. Once entered, the applicant will receive a system generate email with a link to click through, fill out various information and remit (by credit card) the \$75 tenant screening processing fee. This is where the magic happens and the applicant is screened.
- The system allows you to select and send the email directly to the applicant's agent, if applicable.
- Once ready, click the "Send Application Link – Invitation Email" blue box
- Additionally, there is an option to copy the property's unique URL address to your clipboard for posting on the MLS listing.



- You also receive an immediate Notification Alert upon clicking the "Send Application Link – Invitation Email" reminding you that you will be updated when changes occur:



- **Congratulatory Email Alert**

- Your C21NM email address will receive a Congratulatory Email Alert for setting up a transaction with a helpful reminder. An example of this follows:



Congrats on setting up a new Transaction at 123 Main Street, Anytown, FL 33615



LISTING 2 LEASING

Hi Kevin,

Please post the following property specific link into your agent remarks section on your MLS listing, if applicable.

<https://listing2leasing.com/q.php?q=123-main-street-anytown-fl-33615-hmkyco>

Applicants may use this link to apply or you can email the applicants a "Group Specific" link on the Listing 2 Leasing platform, under this address.

Each applicant needs to set up their own account with their own email.

Best of all you won't be bothered regarding how to apply to this listing. Go ahead, share this link and make your transaction simpler, safer and faster.

Please remember to turn the link off or click "select" on applicants or applicant group when you've accepted an individual or group.

Thanks,

Listing2Leasing

- **Current Deal Overview**

- Click on this tab for a powerful view of your deal and its status
- Note the parties to the deal as listed
- And mind the section on Notes and Reminders to set helpful reminders such as lease renewal dates

DASHBOARD ADD PENDING COMPLETED RUN TENANT SCREENING KEVIN

123 Main Street
STATUS: PENDING

CURRENT DEAL OVERVIEW SEND APPLICATIONS & SCREENING APPLICANTS & TENANTS RECENT ACTIVITY

PROPERTY

123 Main Street • Anytown, FL 33615

DATE AVAILABLE: Feb. 01, 2019 NEW LEASE START DATE: NEW LEASE EXPIRATION DATE: CLOSING DATE:

OFFER BENCHMARK DATE: MONTHLY RENT AMOUNT \$: 20,000.00 COMMISSION TO COMPANY \$: COMMISSION TO ME \$:

DEAL STATUS

ACCEPTING APPLICATIONS: YES NO

MARK DEAL AS COMPLETED

DEAL CREATED ACCEPTING APPLICATIONS TENANTS SELECTED DEAL IS COMPLETED

PARTIES TO TRANSACTION

NAME	ROLE	PHONE	EMAIL
▶ KEVIN WALSH	LANDLORD BROKER	753.922.9222	KEVIN.WALSH@C21HAW.COM
▶ KW	LANDLORD	111.111.1111	KW@BETTERHOUSING.COM
▶ C21 HEW ALLEN/BRUN - ALEXANDREA	BROKERAGE	753.922.4010	JOHN.LICH@C21HAW.COM

NOTES AND REMINDERS

NOTES ABOUT DEAL MY REMINDERS

- Pending Deals Page
 - A view of Pending Deals only as follows:

DASHBOARD ADD PENDING COMPLETED RUN TENANT SCREENING KEVIN

PENDING DEALS

AGENT DASHBOARD

← PENDING DEALS 0

PROPERTY	PRICE	ROLE	LISTING EXPIRATION	MOVE TO COMPLETED
RECENT ACTIVITY				

- Completed Deals Page
 - Reports your completed deals in the L2L system



AGENT DASHBOARD



COMPLETED DEALS

COMPLETED DEALS 2

PROPERTY	PRICE	ROLE	MOVE TO PENDING
▶ 365 H JEFFERSON ST	\$2,200.00	LANDLORD AGENT	TO PENDING
▶ 365 H JEFFERSON ST	\$2,200.00	LANDLORD AGENT	TO PENDING

RECENT ACTIVITY