



LISTING 2 LEASING

ONLINE TENANT SCREENING

It should be noted that if your office has been verified and you use the Premium Package:

The Agent, Landlord and Tenant all receive electronic copies of the:

Credit Report, Criminal Background Report, Eviction Report, Application and other documents in their own portal on the website. Applicant pays the processing fee online.

For more information see: www.Lisitng2Leasing.com/video

Entering a Listing and Posting an Application Link to the MLS

- 1) Option 1 is pre-Selected (role: Agent)

- 2) Enter Address (Click Continue)

- 3) Enter Landlord Information, Lease Available Date and Rental Amount (Click Continue)

- 4) Recommended Package is Selected (Click Continue)

- 5) You will be emailed an application link to post to the MLS or you can copy and paste the link from that Addresses Current Deal Page under the tab “Send Applications and Screening”

- 6) You will be notified when you receive an Application.