



## LISTING 2 LEASING

Welcome to [Listing2Leasing](#),

**Please keep this email as a reference guide;** it will help answer questions regarding the platform.

Please login to the platform (2 ways – use your companies domain email and find your office or Listing 2 Leasing can add you) and change the password in Settings to a password that can be remembered and difficult for someone to guess.

Note: The first time you run a credit check - you will be asked to verify yourself as you by Experian.

Setting up a new rental transaction only takes a minute.

Please [click here](#) to watch a 2 minute explainer video (ignore the registration portion if you are registered).

**Set up a rental transaction:** add the address and landlord information and receive a link that the applicants can apply through.

Multiple applicants may use the same link for one property address. Each applicant must apply separately and login with a separate email address (separate accounts must be created by each applicant). All of the applications will show up within one address.

**Post this link in your agent's remarks section in the MLS** - set it and forget it -  
MLS agent remarks example: "Applicants can apply through this link [insert link] cost is \$xx.00 / applicant. Each applicant must apply separately and login with a separate email address (separate accounts)".

INSTANT automation and simplicity for:

- \* Experian Credit Checks with credit score number
- \* Background Checks
- \* Eviction Checks
- \* **Electronic Residency Verifications** will be sent out but deal initiators may need to follow up + email addresses may be edited and resent
- \* **Electronic Employment Verifications** will be sent out but deal initiators may need to follow up + email addresses may be edited and resent
- \* Tenants Pay the Application Processing Fee Online with a credit card and Tenants may come back to finish / add documents in the future

**Screening Options.** Pick other screening options on the platform (see platform for current prices in Tenant Screening - New Deal, bottom of the page, pencil icon). Adjust this at any time in the transaction under the Send Applications & Screening tab.

**Share the application documents through the platform.** Agents, Landlords, and Tenants have their own login and access to applications and screening products. Emailing documents is no longer necessary (document sharing can be turned off manually on each transaction on the Tenants & Applicants tab). There is also the ability to save or print documents.

**Email Preferences.** Agents and Landlords can update their email preferences in the “Settings” page.

When viewing "All Documents" the credit report is viewed separately as the credit report is not stored on our servers and is kept on Experian's server for additional privacy and security ([Listing 2 Leasing](#) has top notch security and this is an additional protocol).

As additional security, browsers should be updated in order to be supported by the platform. If users are having an issue it may be because their browser is outdated and not secure.

Users will receive correspondence regarding each transaction, [Listing 2 Leasing](#) will try and keep you and the landlord apprised through the process of the application, some of these may be turned off in your Settings.

**Government ID and Pay Stubs** can be Mandatory or Optional for Applicants. This can be adjusted in the “Settings” section of the site. If an applicant does not upload paystubs the system will tell the applicant, “Paystubs are required; if you don’t have paystubs, please upload an offer letter or other documents”.

**Applicants can come back on the platform and add more documents.** If an applicant is missing any information (government ID / license), the applicant can return later and upload this document.

**Grouping of Applicants:**

Grouping can be done in 2 ways.

Users may send out a link from the "Send Applications" tab and clicking Add Group or if you email an applicant's agent then the platform will start a group.

Or, users can click the "move to group" button under a tenant's name or to switch groups you can click the "move groups" button.

**Applicant Messaging:**

Users may message a single applicant or multiple applicants through the Listing 2 Leasing platform, making it easy to communicate with an entire group with one message.

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[Listing 2 Leasing](#) is modernizing and securing the rental process for brokers, landlords, and tenants. Our screening and application solutions provide instant report results, automatic document organization, and secure, legal sharing of applicant credit scores and other sensitive details.

Share us with your friends!