

Using REI Forms Live with Tenant Options

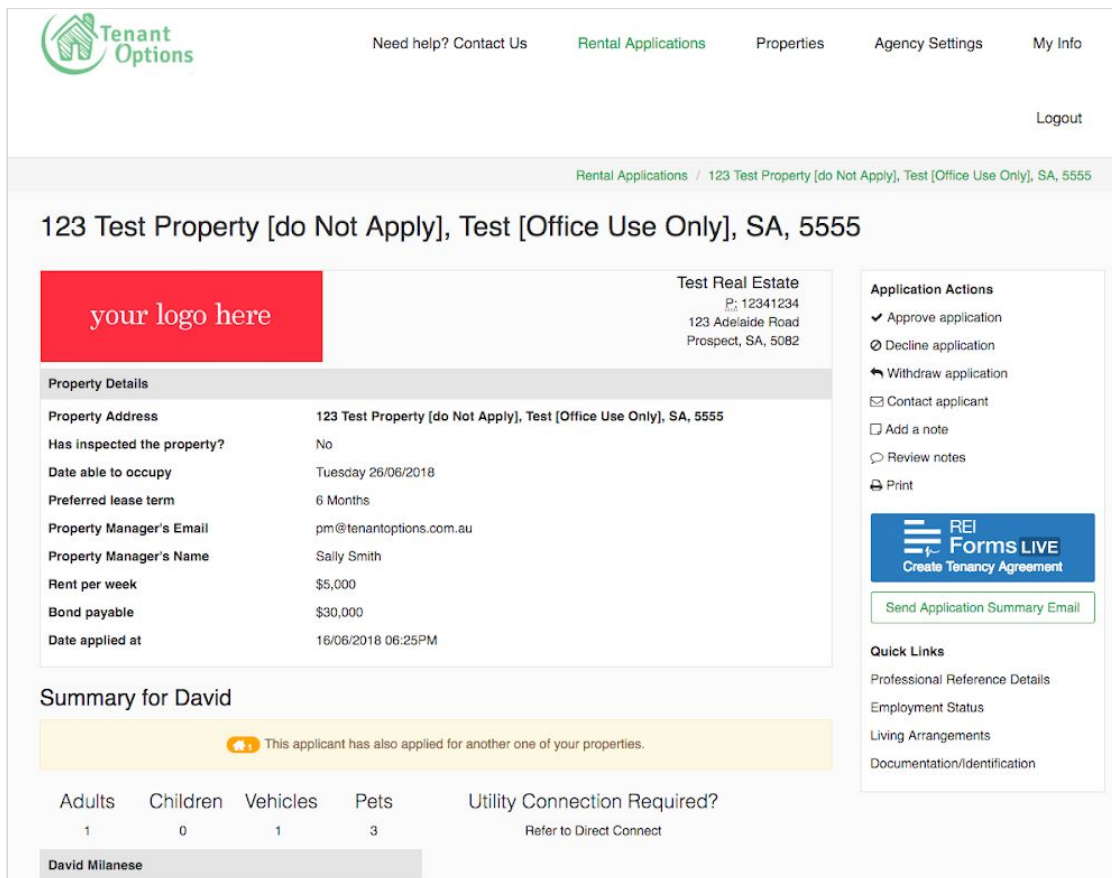
A message from Michael Williams

Welcome to Tenant Options. I am very excited to have you onboard. Below is some basic information to get started. If you have any questions or issues, please contact me at michael@tenantoptions.com.au or call on 0406 88 66 77 at anytime.

This document will guide you through the process of pre-filling a tenancy agreement document into REI Forms Live

Step 1

While viewing a rental application, click on the REI Forms Live button



The screenshot shows the Tenant Options web application interface. At the top, there is a navigation menu with links for 'Need help? Contact Us', 'Rental Applications', 'Properties', 'Agency Settings', and 'My Info'. A 'Logout' link is also present. The main content area displays the details for a rental application for '123 Test Property [do Not Apply], Test [Office Use Only], SA, 5555'. The application is associated with 'Test Real Estate' at '123 Adelaide Road, Prospect, SA, 5082'. The 'Application Actions' section includes options to 'Approve application', 'Decline application', 'Withdraw application', 'Contact applicant', 'Add a note', 'Review notes', and 'Print'. A prominent blue button labeled 'REI Forms LIVE Create Tenancy Agreement' is visible. Below this, there is a 'Send Application Summary Email' button. The 'Quick Links' section includes 'Professional Reference Details', 'Employment Status', 'Living Arrangements', and 'Documentation/Identification'. The 'Summary for David' section shows that the applicant has also applied for another property. At the bottom, there is a table for 'Utility Connection Required?' with columns for 'Adults', 'Children', 'Vehicles', and 'Pets', and a 'Refer to Direct Connect' option.

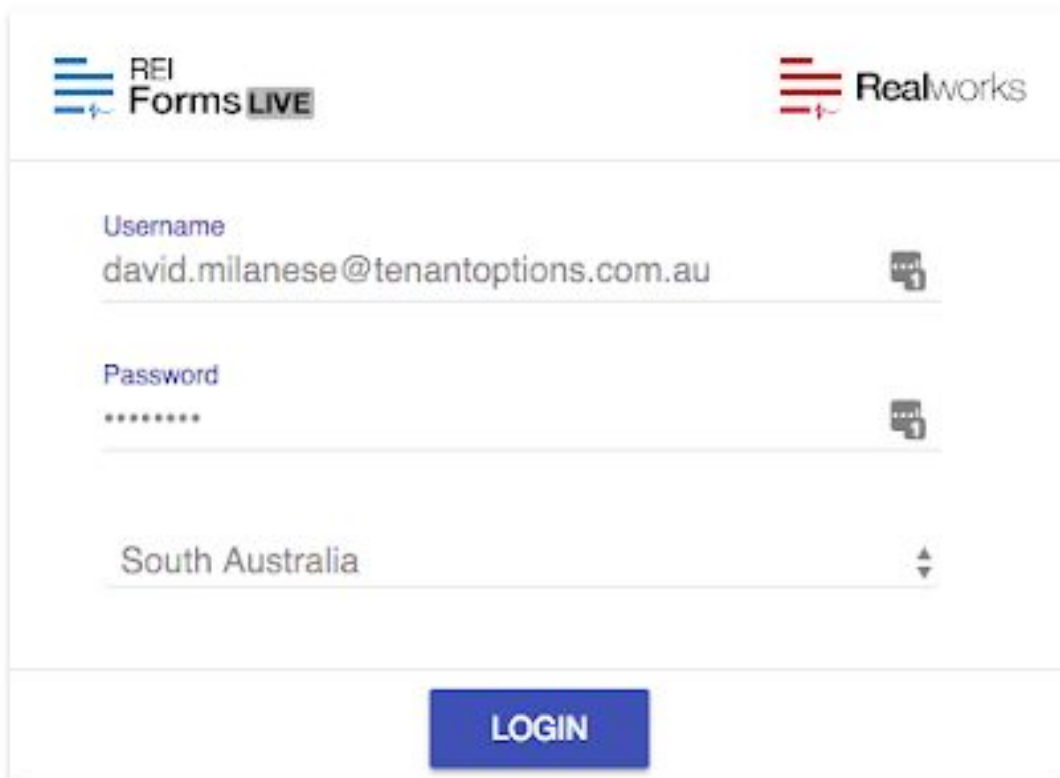
Property Address	123 Test Property [do Not Apply], Test [Office Use Only], SA, 5555
Has inspected the property?	No
Date able to occupy	Tuesday 26/06/2018
Preferred lease term	6 Months
Property Manager's Email	pm@tenantoptions.com.au
Property Manager's Name	Sally Smith
Rent per week	\$5,000
Bond payable	\$30,000
Date applied at	16/06/2018 06:25PM

Adults	Children	Vehicles	Pets	Utility Connection Required?
1	0	1	3	Refer to Direct Connect

Step 2

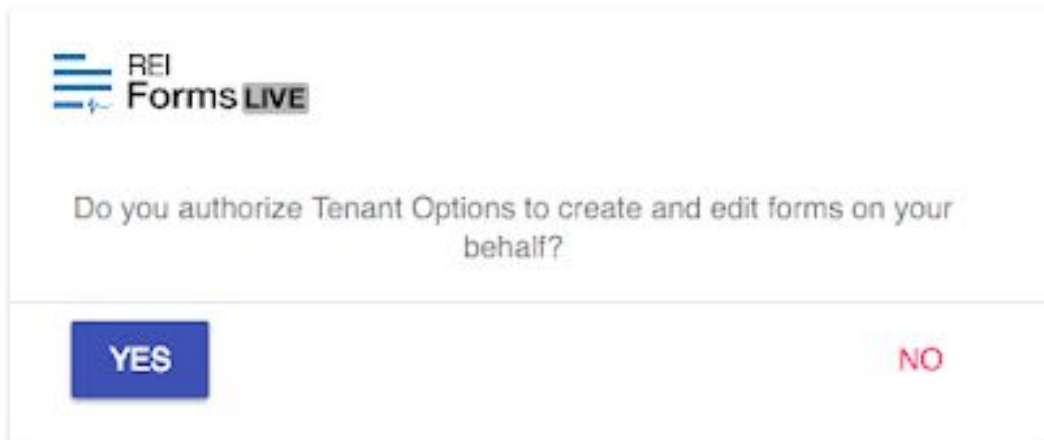
For the first time only, login with your REI Forms Live account.

Subsequent attempts will jump to [Step 4](#).

A screenshot of the REI Forms LIVE login interface. The form is white with a blue header bar. The header contains the "REI Forms LIVE" logo on the left and the "Realworks" logo on the right. Below the header, there are three input fields: "Username" with the value "david.milanese@tenantoptions.com.au", "Password" with masked characters "*****", and a dropdown menu for "South Australia". Each input field has a small speech bubble icon on the right. At the bottom of the form is a blue "LOGIN" button.

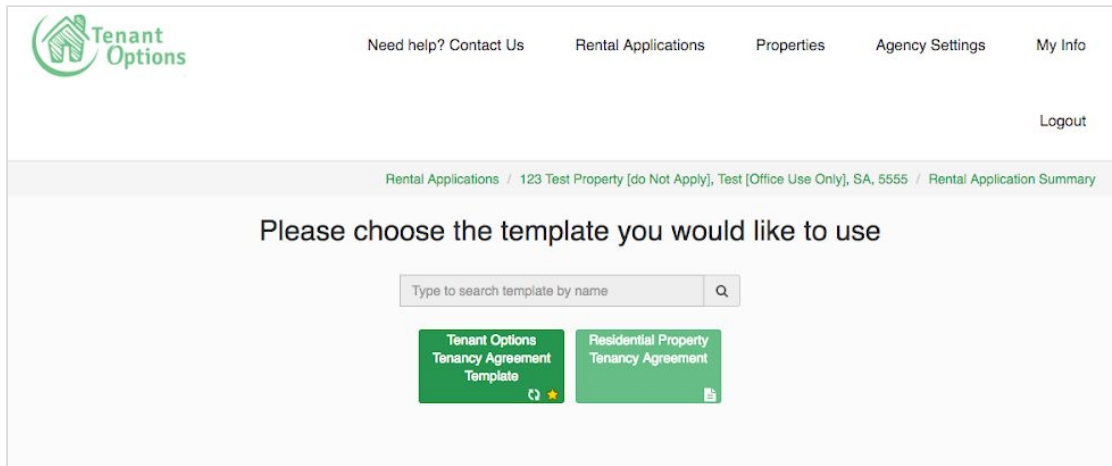
Step 3

Follow the prompt to return to Tenant Options

A screenshot of a web-based authorization prompt. At the top left is the logo for "REI Forms LIVE", which consists of three horizontal blue lines and the text "REI Forms LIVE" in a bold, sans-serif font. Below the logo is the question: "Do you authorize Tenant Options to create and edit forms on your behalf?". At the bottom of the prompt are two buttons: a blue button with the word "YES" in white, and a red button with the word "NO" in white.

Step 4

Click on a tenancy agreement template you would like to populate.



The screenshot shows the Tenant Options web application interface. At the top left is the Tenant Options logo. The top navigation bar includes links for "Need help? Contact Us", "Rental Applications", "Properties", "Agency Settings", and "My Info". A "Logout" link is located in the top right corner. Below the navigation bar is a breadcrumb trail: "Rental Applications / 123 Test Property [do Not Apply], Test [Office Use Only], SA, 5555 / Rental Application Summary". The main content area features the heading "Please choose the template you would like to use". Below this heading is a search input field with the placeholder text "Type to search template by name" and a search icon. Two template cards are displayed: "Tenant Options Tenancy Agreement Template" (with a refresh and star icon) and "Residential Property Tenancy Agreement" (with a document icon).

Step 5

You will be redirected to REI Forms Live with the selected template pre-filled from Tenant Options.

You may also find this form on your REI Forms account

3. TENANT: Full Name(s):	Lisa Curry
Email:	list.curry@example.com.au
<input type="checkbox"/>	The Tenant consents to the above email address being
4. PREMISES:	
Street 1:	7-15 Reid Street
Street 2:	
Suburb:	Fitzroy North
	Sta

Support

Please contact michael@tenantoptions.com.au or call on 0406 88 66 77 at anytime for help.