

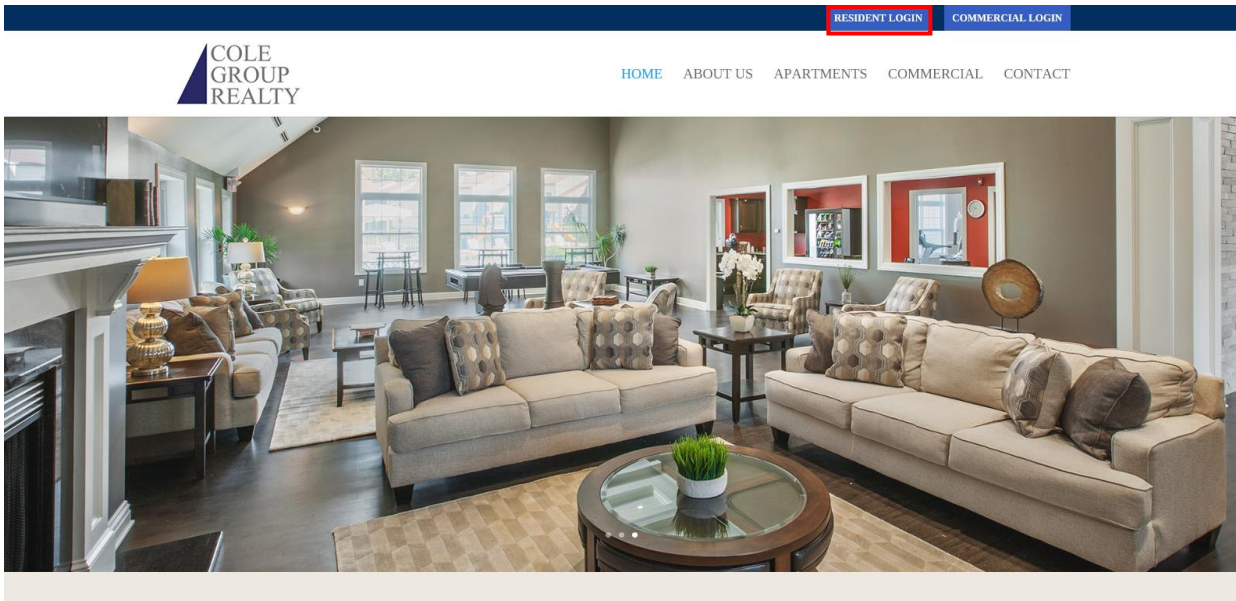
RESIDENT PORTAL LEASE RENEWAL GUIDE

Cole Group Realty is continually looking for new ways to enhance the lives of our valued residents. That’s why we are excited to announce the launch of our new Resident Portal. Once registered, you will be able to make payments, create service requests, and renew your lease online at your convenience.

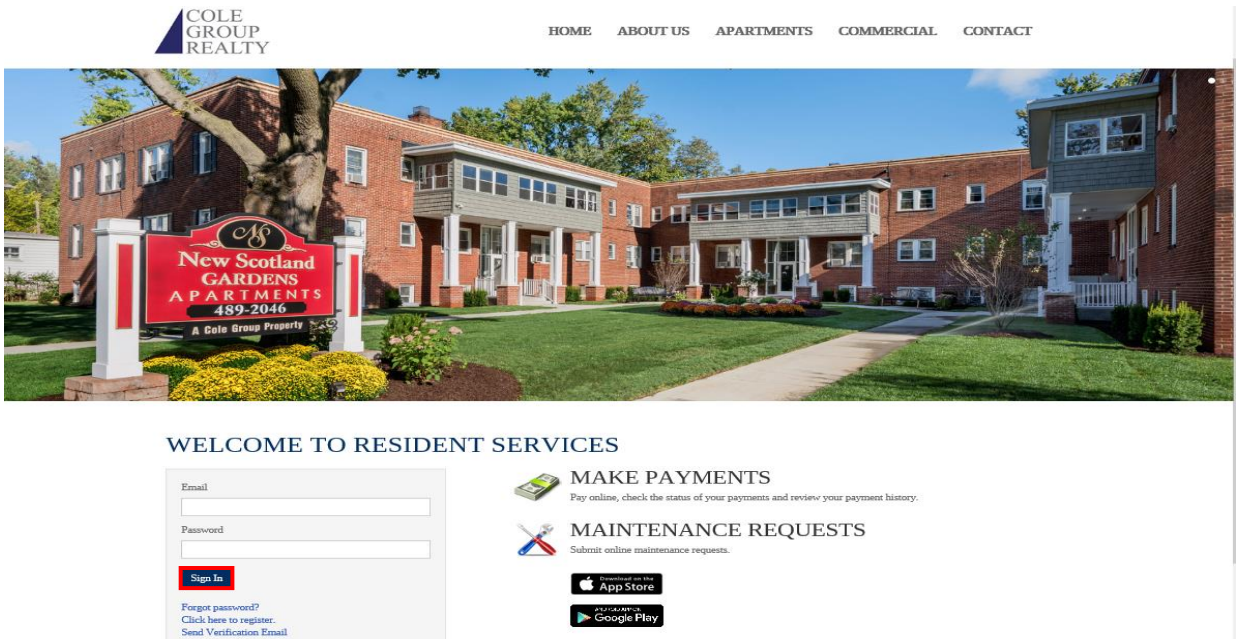
To be able to E-Sign your lease renewal via the Resident Portal all tenants must have a Rent Café account.

HOW TO RENEW YOUR LEASE ONLINE

- 1) Visit the Cole Group Realty website on the upper right-hand side select **“Resident Login”**.



- 2) Log into your Resident Portal using the email and password previously used to create your RentCafe account.



3) Once logged in click on the "Lease" tab.

The screenshot shows the Cole Group Realty dashboard. At the top left is the logo and at the top right is the phone number 201.843.5200. Below the header is a navigation bar with 'Payments', 'Lease', and 'Maintenance Request' tabs. The 'Lease' tab is highlighted with a red box. To the right of the navigation bar are icons for editing, printing, user profile, and help. Below the navigation bar, there are three main action buttons: 'Make Payments' (with a money icon), 'Maintenance' (with a wrench and screwdriver icon), and 'Contact Us' (with an envelope icon). On the right side, there is an 'SMS ALERTS' section with a text input field for a mobile phone number and 'Opt In' and 'No Thanks' buttons.

4) Select "Lease Info".

This screenshot is similar to the previous one, but the 'Lease' dropdown menu is open, and 'Lease Info' is highlighted with a red box. The 'Options' option is also visible below it. The rest of the dashboard layout remains the same.

5) This will bring up your renewal option and then select the offer from your Property Manager.

This screenshot shows the dashboard with the 'Lease' tab selected in the navigation menu. The 'Lease' dropdown menu is not open. The rest of the dashboard layout is consistent with the previous screenshots.

Lease Offers

The 'Lease Offers' section displays a user profile card. On the left is a circular profile picture placeholder. To the right, the text reads '(Primary Resident)' and 'Unit #'. Further right, there are input fields for 'Home:', 'Office:', and 'Fax:'.


Pricing Options

Lease Start	Lease End	Term	Proposed Rent	Other Charges	Special	Total Monthly Charges	
6/26/2016	6/25/2017	12	\$1,340.00	\$0.00	\$0.00	\$1,340.00	Select

6) To select the offer click **"Select"** on the bottom right.

Payments Lease Maintenance Request Logged in as:

Lease Offers

 (Primary Resident)
Unit #768-


Email: _____ Office: _____
Home: _____ Fax: _____

Pricing Options

Lease Start	Lease End	Term	Proposed Rent	Other Charges	Special	Total Monthly Charges	Select
6/26/2016	6/25/2017	12	\$1,340.00	\$0.00	\$0.00	\$1,340.00	Select

7) Review your choice and, when ready, click **"Continue"**.

Terms and Confirmation

 (Primary Resident)
Unit # _____

Email: _____ Office: _____
Home: _____ Fax: _____

Select your lease term

Lease Start Date 6/26/2016
Selected Term Range 12 - 12 Months
Lease Term 12

Monthly Charges

Residential Rent	\$1,340.00
Sub Total	\$1,340.00

By clicking on the Continue button, you agree to renew your present lease for the new terms and rental options you have selected above.

Continue Back

- 8) You will be notified that you are now waiting on the manager to finalize your renewal. Once the renewal lease is prepared you will be notified to sign the renewal.

Payments Lease Maintenance Request

Logged in as:

Lease Renewal

(Primary Resident)
Unit #

Email: Office:
Home: Fax:

You can proceed further when your lease document is available for review.

They receive notice that they are now waiting on the manager to finalize their renewal.

- 9) You will also receive an email confirmation.

Dear

Thank you for selecting a lease renewal proposal for your rental apartment through Resident Services. Please review the lease information below.

Lease Details

Apartment:

Lease Renewal begin: 8/3/2016

Lease Renewal End: 8/31/2017

Rent Amount: \$1,596.00

Lease Status: Pending Resident Signatures

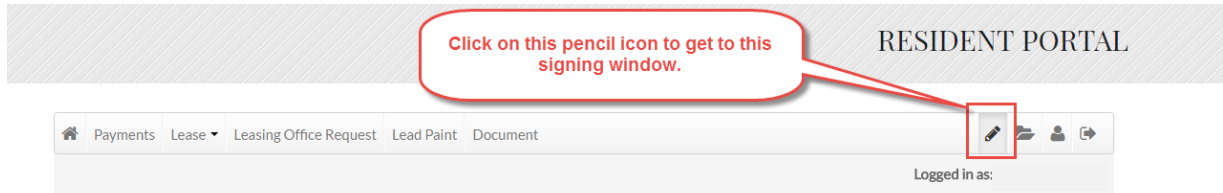
If you have any questions, feel free to reach us at the contact information listed below.

- 10) Once the manager finalizes your lease you will receive an email notifying you to sign online in your Resident Portal.

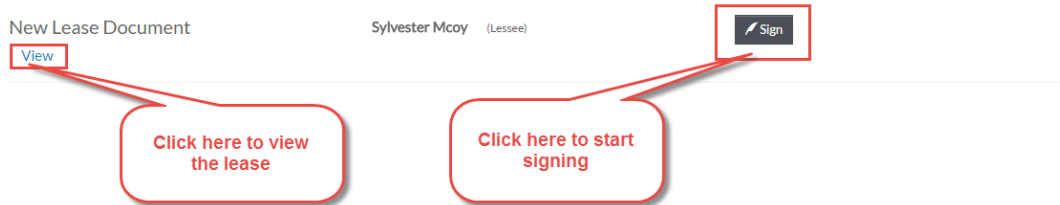
Dear

Your property manager has generated and finalized your Lease document. Please log into Resident Services and complete Signing Process.

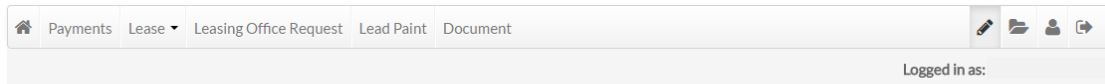
- 11) Next, if not automatically prompted, you can click on the “Sign” icon, the pencil icon in the upper right. This brings up the Document Sign page. You can view the renewal by clicking on “View” and start the signing processes by clicking on “Sign”.



Sign Documents



- 12) The renewal comes up with signature locations that the tenant can click to sign electronically.



[Back to Documents](#)

Page: 1 of 3

SIGNATURE PAGES

RESIDENTIAL RENTAL AGREEMENT

This Agreement for the premises identified below is entered into by and between the Landlord and Tenant (referred to in the singular whether one or more) on the following terms and conditions.

TENANT: (.....adults and children)
Sylvester Mcoy.

LANDLORD: Hotdog Realty
 Agent for service of process: Hotdog Realty

PREMISES: Building Address
123 Canine Ave Middle Earth AL, 99501
 Agent for Maintenance, Management: Hotdog Realty

Apartment/room/unit: 102
 Agent for Collection of Rent: HotDog Realty
123 Canine Ave Middle Earth, AK 99501

RENT: Rent of \$2,600.00 for Premises and
 \$ 0.00 or other (specify 0.00)
 is due on the 1st day of each month and is payable at
123 Canine Ave, Middle Earth, AK 99501
 If rent is received after 5th day of the month
 the Tenant shall pay a late fee of \$ 30.00

UTILITIES: Check if paid by: Landlord Tenant

Electricity	_____	_____	<u>X</u>
Heat/ Air Conditioning	_____	_____	<u>X</u>
Gas	<u>X</u>	_____	_____
Water/ Hot Water	_____	<u>X</u>	_____
Sewer/Trash	<u>X</u>	_____	_____

13) You can now sign your renewal.

considered to have accepted the Premises without any exceptions.

TIME IS OF THE ESSENCE as to delivery of possession of Premises to Tenant, completion of repairs promised in writing in the Agreement or before; vacating of the Premises, return of Landlord's property, payment of rent, performance of any act for which a date is set in this Agreement or by law, and _____ (strike any parts not applicable). *Time is of the essence* means that a deadline must be strictly followed.

Special Provisions: Rent payments can be made at 123 Canine Ave Middle Earth AL, 99501. A \$25.00 fee will be assessed for any checks not clearing the bank for non-sufficient funds or any other reasons.

Pets and water beds are not permitted unless indicated otherwise in writing.

RENTAL DOCUMENTS: Landlord shall give Tenant a copy of this Agreement, any rules relating to the Premises, and nonstandard rental provisions when this Agreement is signed by Tenant. Landlord shall give Tenant Inspection Checklist, keys, and _____, on or before commencement of this Agreement.

NOTE: SIGNING OF THIS AGREEMENT CREATES LEGALLY ENFORCEABLE RIGHTS.

IN WITNESS WHEREOF, the parties have executed this Agreement.

LANDLORD/AGENT

(name) Hotdog Realty. (date)

TENANT

Sylvester Mcoy _____ 07/29/2016 _____
(name) (date) (name) (date)

(name) (date) (name) (date)

14) You have now completed your part of the lease signing process.

Home Payments Lease Leasing Office Request Lead Paint Document

Logged in as:

Sign Documents

New Lease Document Sylvester Mcoy (Lessee) ✓ Completed

[View](#)

All that is left now is for the manager to countersign. Once this has been done your lease has been executed.