

+ RESIDENT FORMS MANAGER



Turn qualified applicants into renters faster.

Your time is valuable, and you need to have the right information at the right time without duplicating efforts. When your leasing process is all paper-based, it can be complicated, time-consuming, and cause unnecessary errors for you, and seem daunting to your applicants.

You need an easy, efficient way to capture applicant data and produce leasing documents in one centralized location, so that you can save time and fill your units faster.

Quick, easy document creation and storage.

Resident Forms Manager gives you one single data entry to easily generate configurable pre-populated forms, saving you time and reducing errors. You'll have one centralized location to capture data and produce one lease packet, making it easy to retrieve documents and complete renewals.

Resident Forms Manager can differentiate your property, eliminate unnecessary delays, and streamline your operation by:

- Using configurable forms, which can be populated with your proprietary auto calculations and locked down default field values, and allow you to create property-specific lease packets.
- Capturing applicants with a simple, online tool and process to save you time and maximize your revenue.
- Combining applicant screening with forms management to control the flow of information, reducing your administrative costs.
- Making it possible for you to store all executed lease packets for all properties within a centralized online repository.



First Advantage

A Symphony Technology Group Company

INFORMATION YOU NEED. PEOPLE YOU CAN TRUST.

+ RESIDENT FORMS MANAGER



Your forms, made easier.

Simply provide us with all of the custom forms for your property – including forms that are used outside of the initial screening process – and we'll turn them into identical electronic versions you can populate online. Make it easy for your staff to find up-to-date forms by categorizing them online: lease forms, addendums, move-out forms, etc.

You'll be able to gather applicant information during the screening process, and with the click of a button you can pre populate forms with critical information, such as unit numbers, rent amounts, and applicant names.

Resident Forms Manager is fully integrated with the Resident Screening site so you can quickly pre-populate information within minutes of screening, enabling you to easily create, store and retrieve the forms you need to make a single, easy-to-use lease packet.

Paperless capabilities to improve your workflow.

Decrease transaction time from days to minutes and never lose a potential resident due to paperwork delays by using our electronic signature feature instead of worrying with wet signatures and hard copy paperwork. Forms are automatically saved in PDF format on the Resident Advantage website. You can then download each form to file it electronically on your system or print a hard copy for your files.

You can even use Resident Forms Manager to complete electronic forms for current residents who won't be going through the screening process, making renewals much easier on both sides of the process.

At your service.

We do more than offer the most powerful screening and collections services to the multi-family industry. We also stand by our customers every step of the way. Our customer service team members are available seven days a week to assist properties and applicants with record disputes, answer questions, and more.

We can help. For more information, contact First Advantage today:

Call +1 844.717.0510

Email solutions@fadv.com

Visit fadv.com

As the trusted partner of over 35,000 organizations worldwide, we at First Advantage provide easy-to-understand background screening results so you can confidently make decisions about prospective employees, vendors and renters. Not only does this safeguard your brand, but you also arrive at dramatically better background insights – insights you can rely on.

It's time to partner with First Advantage. Now in 26 locations, 14 countries and conducting over 55 million international background screens on 17.2 million applicants annually. **Trusted Knowledge.**

Exceptional People.



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