

## Adding, Verifying, and Editing Tenant Information

This article describes the procedure for adding, verifying, and editing tenant information. Complete this process for each tenant that qualifies or is applying for rent relief.

### To add, verify, and edit tenant information

1 On the Rent Relief side menu, click **Tenant**.

Tenant Information + Add Tenant

Property Name	Unit	Tenant Name	Tenant Phone	Tenant Email	Bedrooms	Monthly Rent	No. of months past due	Past Due Rent	Lease Start

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2 For each tenant that you want to add to Rent Relief, click **Add Tenant**.

**i** If you were invited to Rent Relief by one of your tenants, that tenant already appears listed on the **Tenant Information** screen.

### Add Tenant ✕

\* indicates required fields

Property*	Monthly Rent*	No. of months past due*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit	Bedroom*	Past Due Rent*
<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name*	Last Name*	Lease Start*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone*	Enter Tenant address (if different than the property address)	
<input type="text"/>	<input type="text"/>	
Email*	Address Line 2	
<input type="text"/>	<input type="text"/>	
	City	State
	<input type="text"/>	<input type="text"/>
		Zip
		<input type="text"/>

3 In the **Property** field, click the **Properties List** button  and then select the property where the tenant currently lives.

4 Complete the remaining fields as needed.

<b>Unit</b>	The unit that the tenant is renting.
<b>Bedroom</b>	The number of bedrooms in the unit.
<b>First Name, Last Name</b>	The first and last name of the tenant.
<b>Phone</b>	The tenant's contact number.
<b>Email</b>	The tenant's email address.
<b>Monthly Rent</b>	The tenant's monthly rent payment.
<b>No. of months past due</b>	The number of months that the tenant has missed rent since March 12, 2020.
<b>Past Due Rent</b>	The exact total amount of the tenant's past due rent accrued since March 12, 2020. <b>Note</b> Do not include past due rent prior to March 12, 2020.
<b>Lease Start</b>	The start date of the tenant's current lease.
<b>Enter Tenant Address (if different...), Address Line 2, City, State, Zip</b>	If the tenant's address differs from the address for the selected property in the <b>Property</b> field, enter that information in these address fields.

5 Click **Save**. The tenant appears on the **Tenant Information** screen.



You must repeat this process for each tenant that you want to add to Rent Relief.

Tenant Information										+ Add Tenant
Property Name	Unit	Tenant Name	Tenant Phone	Tenant Email	Bedrooms	Monthly Rent	No. of months past due	Past Due Rent	Lease Start	
Legacy Park	201	Michelle Daniels	(555) 555 - 5555	[REDACTED]	2	\$800.00	5	\$4,000.00	Jun 1, 2020	

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6 If you want to verify or edit the information for a tenant listed on the **Tenant Information** screen:

a Click the name of the tenant.

**b** Review and edit the fields as needed.

**c** Click **Save**.

**7** If you want to advance to the next step in the landlord workflow, click **Next**.