



MOBILE DOORMAN  
University

# How-To Lease Renewals

## Completing Offers

Now with Mobile Doorman, property managers can avoid the hassle of tracking down community members during office hours to confirm their renewal plans with the all-new in-app Lease Renewal feature.

Unit	Responses	Lease End Date	Offer Sent	Status	
301	1 of 1	8/31/2019	5/30/2019, 4:03 PM	Renewing	COMPLETE
Resident		Delivery		Status (Date, Time)	Status Details
Jenson Bass		App		Renewing (5/30/2019, 4:04 PM) <a href="#">View Resident's Messages</a>	Unit Renewing Unit Vacating Withdraw Offer
Jenson Bass				\$1,400, 1 Year Lease	
601	1 of 2	8/31/2019	5/30/2019, 2:54 PM	Received	COMPLETE
Resident		Delivery		Status (Date, Time)	Status Details
Wilfrid Lacey		App		Vacating (5/30/2019, 3:31 PM) <a href="#">View Resident's Messages</a>	Why are you relocating? Bought a House What date will you be moving out? August 25 What is your forwarding address? 100 Main St
Carol Stidolph		App		Received (5/30/2019, 2:54)	N/A

**Step 1:** Go to [manage.mobiledoorman.com](http://manage.mobiledoorman.com), log in with your email address and password.

**Step 2:** Click on Lease Renewals in the left-hand navigation bar.

**Step 3:** Click View Sent Offers in the top-right corner of the screen.

**Step 4:** For those renewal offers that have been sent, you will be asked to mark each as complete with details.

**Step 5:** Click the Complete dropdown menu to select Unit Renewing, Unit Vacating or Withdraw Offer based on the resident's response.

**Step 6:** From this screen, you can also view previous renewal offers and the reason for residents choosing to renew or vacate their unit at your community.

## Interested in more?

Visit [www.MobileDoorman.com](http://www.MobileDoorman.com) today

