



MOBILE DOORMAN
University

How-To Lease Renewals

Creating 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.

The screenshot shows the 'Lease Renewals' section of the Mobile Doorman web application. On the left is a navigation menu with options like Overview, Admin, Messages, Shift Notes, Maintenance, Bulletin Board, Packages, Visitors, Authorized Entrants, Reservations, Lease Renewals, Events, Surveys, Content Tiles, Users, and Launch Flyer. The main content area has a search bar for 'Create an offer for' and a 'CREATE OFFERS' button. Below is a table with columns: Unit, Resident(s), Lease Ends, Current Rate, and New Market Rate. A row is visible for Unit 9665, Resident(s) Will Cianfield, Lease Ends 05/31/2019, and Current Rate \$1,000. Below the table, there are two 'Offer Details' sections. The first is '12 month lease including parking' with a 'New Market Rate' of \$1,100 and a 'SEND OFFER' button. The second is '12 month lease NOT including parking' with a 'New Market Rate' of \$1,000 and a 'SEND OFFER' button. A '+ OFFER' button is also present.

Step 1: Go to 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: Type in the name of the resident(s) or unit(s) in the search bar and click on Create Offers

Step 4: First, type the lease end date and current rate in its corresponding cells

Step 5: Next, type in the offer details (e.g. lease includes free parking) and the new market rate

Step 6: To create multiple offers (e.g. differing lease lengths), click + Offer and repeat Step 5

Step 7: Click Send Offer to complete

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