

# Resident Forms Manager



## Turn Qualified Applicants Into Renters, Faster

### Minimize Data Entry

As a property manager or leasing professional, your time is valuable. The last thing you want to do is duplicate your efforts. Yet, that's exactly what happens with a paper-based leasing process since you must re-enter applicant data from a paper form into a digital format. It's a time-consuming, error-prone task that's burdensome for you and your applicants.

You need a better way to capture applicant data and produce leasing documents, so you can spend less time on data entry—and more time filling your units.

### Easily Create and Store Documents

Resident Forms Manager helps simplify traditional lease paperwork, minimize errors and delays, and streamline operations by offering a single, online data entry solution where you can:

- Create property-specific lease packets and use configurable forms that can be populated with your proprietary auto-calculations and "locked-down" default field values.
- Capture applicant data with a simple online tool and process to help maximize revenue.
- Combine applicant screening with forms management to better control the flow of information.
- Use a centralized online repository to store executed lease packets for all properties.

**50%**

Percent of U.S renters who are under the age of 30<sup>1</sup>



**43%**

Percent of households living in multifamily structures with five or more units<sup>2</sup>



**\$1,010**

Median rent payment in 2017<sup>3</sup>



1 <https://www.nmhc.org/research-insight/quick-facts-figures/quick-facts-resident-demographics/>

2 <https://www.nmhc.org/research-insight/quick-facts-figures/quick-facts-resident-demographics/>

3 <https://www.nmhc.org/research-insight/quick-facts-figures/quick-facts-apartment-rents/>

Simply provide us with 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.

## Your Forms, Made Easier

Simply provide us with 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. This way, onsite staff can more easily find up-to-date forms by categorizing them online: lease forms, addendums, move-out forms, etc.

You can also 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. This enables you to easily create, store and retrieve the forms you need to make a single, easy-to-use lease packet.

## A Better Workflow

The electronic signature feature within Resident Forms Manager can help decrease transaction time from days to minutes and dramatically reduce—if not eliminate—delays related to paperwork and securing wet signatures. 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, which makes renewals much easier for all parties involved.

## Get the Service and Support You Deserve

At First Advantage, we do more than offer the most powerful multifamily screening and collections solutions. We also stand by our customers every step of the way. Our knowledgeable, experienced 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: 844.717.0510  
Email: [resident.solutions@fadv.com](mailto:resident.solutions@fadv.com)  
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