



On-Site release notes November 28, 2011

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This page documents all the new features and notable changes included in the release.

NEW FEATURES

Add and invite co-applicants to any online application

Applicants can now invite others to join them in applying to your community. After starting an online application an applicant can:

- 1) Add a co-applicant who is present with them and apply together using one computer.
- 2) Send an email invite to a co-applicant, allowing the co-applicant to apply remotely.

This feature is automatically enabled for all communities that currently ask online applicants to apply to a specific unit using On-Site’s real-time availability.

Using the feature

Edit Apartment Availability

Make the same change to all selected apartments

Cool Place

1BR/1BA/500 Sq. Ft.

[-hide](#)

Click **Leasing > Available Apartments** using the blue menu bar at the top of the page to ensure that your availability and pricing are up to date.

<input type="checkbox"/> All	Apt.	Date Available	Rent	Deposit	Minimum Term Mos.	Description
<input type="checkbox"/>	12	04/01/2011	\$1,200.00	\$500.00	12	
<input type="checkbox"/>	24	04/01/2011	\$1,200.00	\$500.00	12	
<input type="checkbox"/>	28	04/01/2011	\$1,200.00	\$500.00	12	
<input type="checkbox"/>	29	04/01/2011	\$1,200.00	\$500.00	12	

Which apartment would you like?

Desired move-in date: * 11/03/2011
 Minimum size: * Any

When an applicant applies online to your community, they'll be asked to select a unit to apply to based on the availability and pricing you just entered.

Cool Place

1 bed, 1 bath, 500 Sq. Ft.

[\(+\)](#) more details

Rent	Deposit	Min. Lease	Description	Apt.	Available	Apply
\$1,200	\$500	12 months		12	Now	Apply...
\$1,200	\$500	12 months		24	Now	Apply...
\$1,200	\$500	12 months		28	Now	Apply...

Personal Information

The applicant enters his personal information...

Applicant Type: Individual Corporate Student Occupant Guarantor

First Name: * M.I.:

Last Name: * Suffix:

Social Security #: * [Use a different I.D.](#)

Date of Birth: *

Phone: *


Alternate Phone:

Email Address: *

Include my spouse.
 Include my dependents.

If you have an additional source of income, please add it by clicking on the "Add Other Income Source" link.

Applicants ▲

Chris Philipson 

[Add Co-Applicant](#)

Apartment:	103 (2b/2.0ba)
Move-In:	12/01/2011
Rent:	\$1,234.56
Security Deposit:	\$1,100.00

[Review Rental Policies](#)

Applicant Information

Name: Chris Philipson

...and invites a co-applicant by clicking here.

Employment (Job 1)

Occupation: *

Employer: *

Supervisor Name: *

Supervisor Phone:

Supervisor Fax:

Income: *

[Add Another Job](#) | [Add Other Income Source](#)

[back](#)

[Applicants](#) | [Income](#)

If you have an additional source of income, please add [Income Source](#) link.

Applicant Information

Name: Chris Philipson

Employment (Job 1)

Occupation: *

Employer: *

Supervisor Name: *

Supervisor Phone:

Supervisor Fax:

Income: *

[Add Another Job](#) | [Add Other Income Source](#)

[close](#)

Add Co-Applicant

Applicant Type:

First Name:


Last Name:

Email Address:

Invite by email
 Co-Applicant is present

[cancel](#)

Applicants ▲

Chris Philipson 

[+ Add Co-Applicant](#)



Lake View Homes
6437 Link Up Drive, san ramon, CA 94

The co-applicant receives an email invite (unless he's present with the primary applicant) and follows the link to apply.

Dear Dell,

Chris Philipson has invited you to apply online at Lake View Homes.

Are you ready to fill out an application online?

[Continue](#)

Best Regards,
Lake View Homes

If you have an additional source of income, please add it by clicking on the "Add Other Income Source" link.

Applicant information

Name: Chris Philipson

Employment (Job 1)

Occupation: *

Employer: *

Supervisor Name: *

Supervisor Phone:

Supervisor Fax:

Income: *

[Add Another Job](#) | [Add Other Income Source](#)

[back](#)

[Save and Continue...](#)

Applicants

Chris Philipson

Dell Nadel 0%

[Add Co-Applicant](#)

Apartment: 103 (2b/2.0ba)
 Move-in: 12/01/2011
 Rent: \$1,234.56
 Security Deposit: \$1,100.00

[Review Rental Policies](#)

Meanwhile, the primary applicant completes his portion of the application. Progress for all involved parties can be tracked using the progress bars in the top-right corner of the page.

Dear Dell,

Chris Philipson has finished applying online at Lake View Homes, but your application is still incomplete; click [Continue](#) to complete it now.

COMPLETED INFORMATION

Chris Philipson



MISSING INFORMATION

Dell Nadel [Continue](#)

Customizable email notifications are sent out periodically to help the involved parties track the progress of their application.

Best Regards,
Lake View Homes

Dear Chris,

All applicants have finished applying online at Lake View Homes. Click [Continue](#) to submit the application.

All applicants have completed their information. Click 'Continue' to complete and submit the application.

Chris Philipson [Continue](#)

Dell Nadel

Once all parties have completed their portions of the application, any one of them can submit the application and pay the application fee.

Best Regards,
Lake View Homes