



Quick Guide to the Online Application:

We give you a link that can be emailed or placed on your website.

Example: <https://libertymgt.quickleasepro.com/>

1. Applicants apply, upload documents they may have (i.d., check stubs, pet pictures) and pay via debit or credit card (full app fee is routed to your bank of choice, we invoice on the 1st of the month).
2. Background check can be ordered automatically upon applicant clicking “submit application”, or option B, applications can be stored so you can log in and decide which ones are ordered (this works best for first come first serve policies). Option B means if you take 5 applications for a house and the first one is qualified, the other 4 applicants will not be charged because you never ordered their background. They will get their application fee back within 7- 10 business days without you having to do anything. *Option A charges every one and runs the background report automatically.*
3. You are notified when the background check is complete. At that point you can log in and view the full background screening report (see attached sample).

Our goal is to save you time. We have a team dedicated to making calls and verifications. We will adhere to whichever method that particular landlord or employer wants the verification completed by, i.e. – phone, fax, email, web based, etc. At the end of the second day, if we are missing anything, we reach out to the applicant and ask them to contact the person about getting the verification completed.

If an applicant is having trouble completing the application, they can call us directly and we will walk them through the application to ensure they have a good experience when applying for your property.