

Howard Hanna Agent Instructions - Register and Complete an Inquiry

1. Go to tenantmagic.net/howardhanna and click on [Agent Registration](#)



[Agent Registration](#) | [Login](#)

Howard Hanna Rental Advantage

One application, hundreds of opportunities.

Locating a home or apartment that suits your needs and fits your budget can be a tough and time consuming job. Howard Hanna is here to help! Our pre-approval application process offers you:

A dedicated professional Howard Hanna real estate agent who will locate and show you a wide range of homes that will meet your needs.

The broadest range of listings in the region. They come from our network of agents, plus cooperating brokers through the multiple listings service (MLS) and our Property Management division.

Pre-approval to hundreds of units with a single application.

The safety and security of knowing you are dealing with a reputable company throughout the entire process.

About the process:

Howard Hanna uses TransUnion SmartMove to manage the credit and background screening process for each adult applicant.

Because you initiate the process, it is a "soft hit" to your credit and does not show up as a hard inquiry which can sometimes affect your credit score.

Our application fee is \$30 per adult and is, in most cases, the only fee you will be asked to contribute for the entire search process.

Once the primary and any additional co-applicants have completed the application and paid the application fee, a Howard Hanna agent will be in contact within 24 hours.

Log-in to get started.

[Applicant Log in](#)

[Pre-Qualify Now](#)



2. Complete the 3-step registration and sign Statement of Permissible Purpose

User: Terry Wilson

Statement of Permissible Purpose

In accordance with the Fair Credit Reporting Act, the undersigned agrees that all information contained in the applications, credit, criminal and eviction reports provided by TenantMagic will only be used for the permissible purpose of determining the worthiness of a residential rental applicant and their co-applicants. None of that information shall be resold or used in any other manner.

Please Enter Your Name: Terry Wilson

[Draw your signature](#)

[Clear](#)

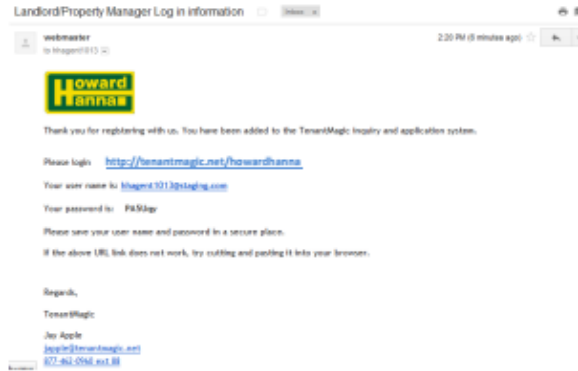
[Submit](#)

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Inquiry

1. Go to tenantmagic.net/howardhanna and click on Agent Registration
2. Complete the 3-step registration and sign Statement of Permissible Purpose

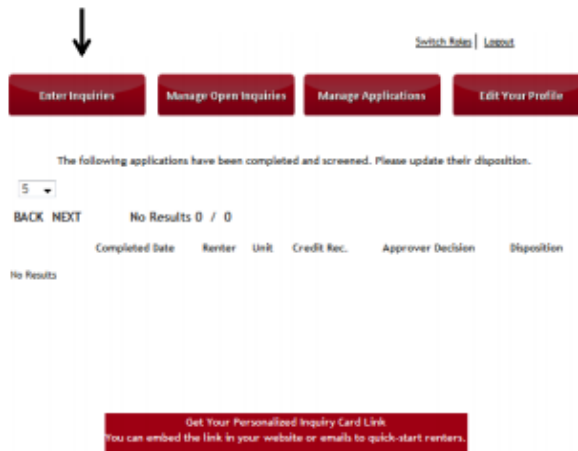
3. Check your email for log-in information.



4. Log in and click on Agents.



5. Click on Enter Inquiries



3. Check your email for log-in information.

<http://tenantmagic.net/howardhanna>

4. Log in and click on Agents.

5. Click on Enter Inquiries

6. Select the building

User: Terry Wilson [Switch Roles](#) | [Logout](#)
Go back to: [Agent Home](#)

Select a Building

Property Mgt Co	Building	City	State	Property Type	
HR FM	Pre-Screened	Cleveland	OH	Rental	Select

7. Enter Inquirer's email address

Inquiry Start

Enter the prospect's email address.
If the person is already in our system, their contact information will be automatically pre-populated as you continue.

Prospect Email Address* Re-enter*

8. Complete the General Inquiry Card

Note: Inquiries and applications are based on desired rent levels →

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Go back to: [Agent Home](#)

General Inquiry Card

First Name* <input type="text" value="Bill"/>	Last Name* <input type="text" value="Logan"/>		
Mobile Phone: <input type="text"/>	Home Phone* <input type="text" value="8873737373"/>		
How did you find us? -- Select --			
Bedrooms: -- Any --	Bathrooms: -- Any --	Bringing Pets? -- Select --	Any Smokers? -- Select --
Desired Rent* \$1,000	Move-In Date: 2013-10-08	Showing Date: 2013-10-08	Best Time? -- Any --
Comments, special needs or questions: <input type="text"/>			
Check if already working with an agent* <input type="radio"/> Yes <input checked="" type="radio"/> No			

9. Prospect receives log-in information and a link to the application



Thank you for registering for TenantMap's pre-qualified tenant application program. [Please click here to log in and complete your application.](#)

Your user name: inq1007@staging.com

Password: LevEme

If clicking on the above URL does not work by copying and pasting it into your browser, if you continue to have problems, please feel free to contact us.

Regards,
TenantMap Support

Note: Inquiries and applications are based on desired rent levels

6. Select the building
7. Enter Inquirer's email address
8. Complete the General Inquiry Card
9. Prospect receives log-in information and a link to the application