

How to Run a Lease Application Online

This is for Central Metro Realty agents only. If you are not an agent with Central Metro Realty or working with one and you follow these steps you will not be provided with the report that follows.

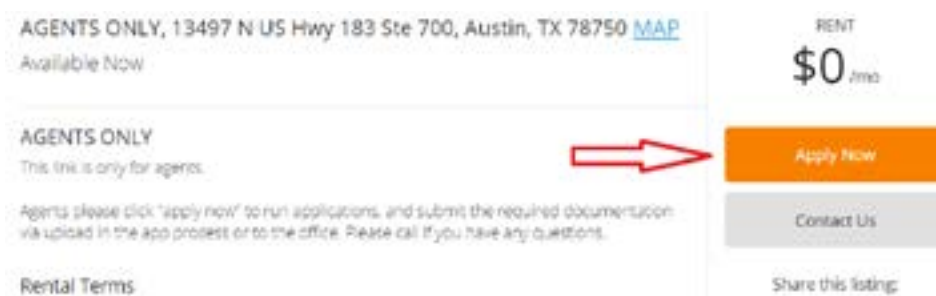
1. Have the potential applicant visit <https://www.stoneoakmgmt.com>. This must be done by the actual applicant and not you or their agent.
2. From here they will need to visit the 'Rentals' page on the site.



3. Scroll the very bottom of this page until you find the property in the list that says AGENTS ONLY and click on this fake 'property'.



4. Click apply now and have the applicant complete the application.



We will not run the applications until we've received payment for the application fee. This can be paid online with a credit card.

After the application has been submitted, please send an email to:

newtenant@stoneoakpm.com

Without sending an email to us we will have no way to associate which agent is working with the applicant so do not forget to do so!

After this has all be received you will receive the reports from the application once they are made available to us from our provider.

If you have any questions about this process please don't hesitate to contact Jason on his cell phone via 512.921.7537.



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