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How to Fill Out the Rental Application (Applicant)

Do you have a rental application you need to fill out? Here's how.



Written by Samuel

Updated over 3 months ago

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Overview

Rental applications can be intimidating to fill out, but they don't have to be. Follow the steps below and you'll be through them in no time.

Tip: You can save your progress when filling out the rental application. This way you can come back and complete it later.

The Steps

Fill out a new rental application

The rental application you see here may look different for you based on what the property manager has set for their rental applications. You could have more information that needs to be filled out besides what we are showing here.

1. You would have either received an application link via email from the property manager or clicked on it from an online listing. First, select which unit you are applying for. You should see a list of available units.

Super Saiyan Properties LLC

Rental Applications

Choose the unit you would like to apply for

Property ▾

Unit ▾

Search by name, address, city, state or zip code

≡

⋮

Available units



1234 Euclid Avenue - 102
102

1234 Euclid Avenue 102
1 bed • 1 bath • 1000 sqft
\$1,000.00/Month



1234 Euclid Avenue - 104
104

1234 Euclid Avenue 104
1 bed • 1 bath • 1000 sqft
\$1,000.00/Month



1234 Euclid Avenue - 105
105

1234 Euclid Avenue 105
1 bed • 1 bath • 1000 sqft



1234 Euclid Avenue - 106
106

1234 Euclid Avenue 106



1234 Euclid Avenue - 107
107

1234 Euclid Avenue 107



1234 Euclid Avenue - 108
108

1234 Euclid Avenue 108

2. Click on the unit and then on the popup window, click the **Apply Now** button.



1234 Euclid Avenue - 102

1234 Euclid Avenue, 102, Miami Beach, Florida 33139

Available Now

[Apply Online](#)

Bedrooms

1 bd.

Bathrooms

1 ba.

Square feet

1000 sqft.

Monthly Rent

\$1,000.00

Property Details



Type
Condo



Bedrooms
1 Bedrooms



Bathrooms
1 Bathrooms

Features and Amenities



Garage Attached

-
-
3. You will now be prompted to enter a valid email address and mark that you have agreed to the terms and conditions to begin the process. (If you are planning on having others apply with you, please have the property manager send them their own unique link to apply with.)



doorloop

Let's Create your Application

Fill out your rental application online

Enter your Email *

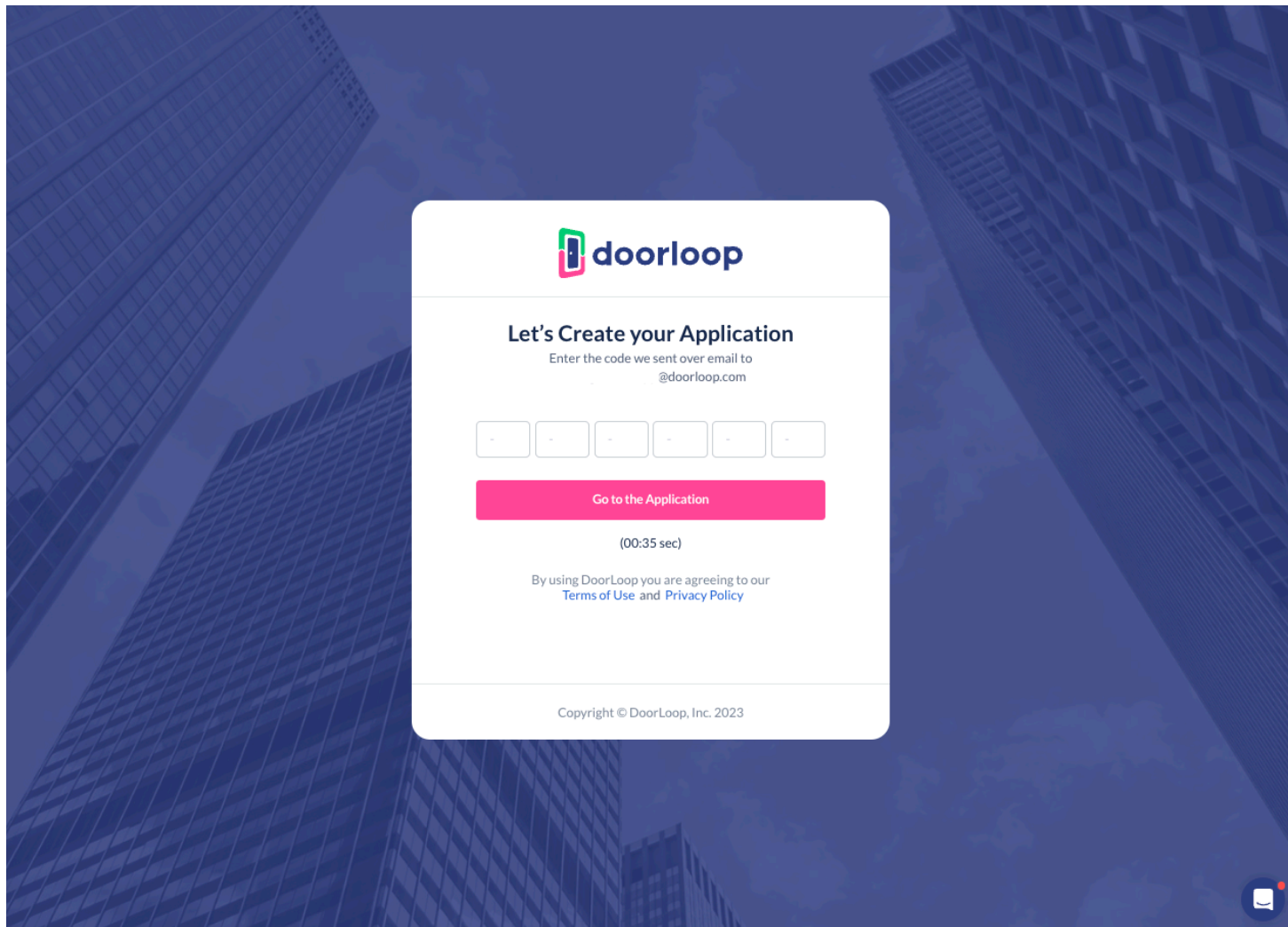
This field is required

Go to the Application

☒ By clicking here, I confirm that I have read and agree to DoorLoop's [Terms of Service](#) and [Privacy Policy](#).

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4. Check your email for a confirmation code and enter it into the fields below. (You will have 5 minutes to enter the code.) Click **Go to the Application** when done.



5. Enter your expected **move-in date** and use the "**Apply as a tenant**" button. Then choose **I'm applying alone**. If you're applying as a Co-signer, use the co-signer option. Also, if you have co-applicants, use the **I have co-applicants** option.

BEFORE YOU BEGIN

What's your desired move in date?

Expected Move In *

08/01/2024



Are you applying as a tenant or a co-signer?



Apply as a
tenant



Apply as a co-
signer

Who are you moving in with



I'm applying
alone

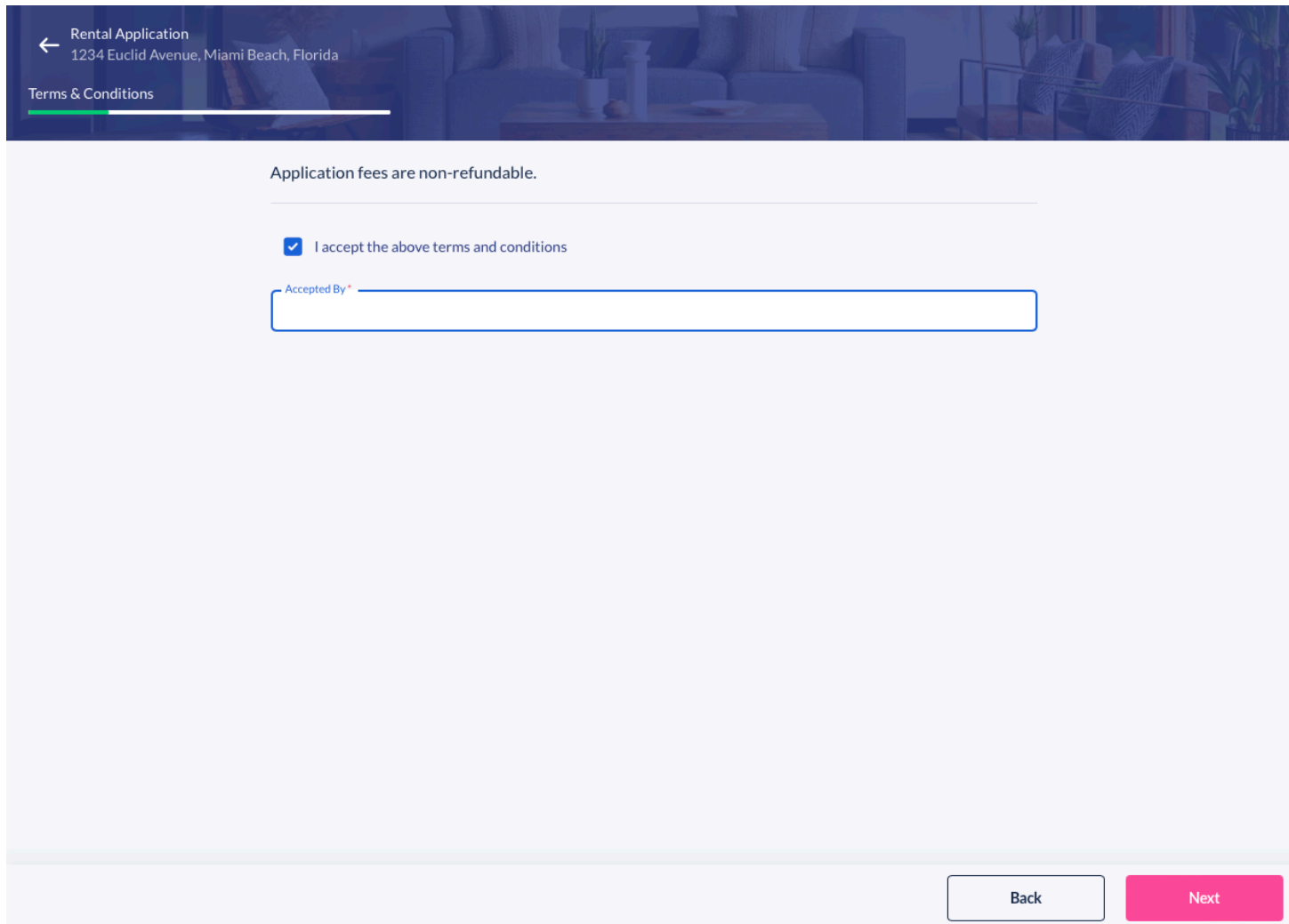


I have co-
applicants

Next

Click **Next** to continue.

6. Accept the terms and conditions and then enter your name in the **Accepted By** field.

A screenshot of a web application interface for a rental application. The top header features a blue background with a white left-pointing arrow, the text "Rental Application", and the address "1234 Euclid Avenue, Miami Beach, Florida". Below this, a "Terms & Conditions" section is highlighted with a green progress bar. The main content area is white and contains the text "Application fees are non-refundable." followed by a horizontal line. Below the line is a checked checkbox with the text "I accept the above terms and conditions". Underneath is a text input field with the placeholder "Accepted By*" and a red asterisk. At the bottom right, there are two buttons: a white "Back" button and a pink "Next" button.

← Rental Application
1234 Euclid Avenue, Miami Beach, Florida

Terms & Conditions

Application fees are non-refundable.

☒ I accept the above terms and conditions

Accepted By*

Back Next

Click **Next** to continue.

- Before starting the actual application process, a popup will appear with all the information you will need to have with you before getting started. This may include documents you will need to attach, required information needed, and more. There may also be additional instructions so please pay attention to this. Once you've read everything and collected the documents you'll need, click "**Get Started**" to begin the application process.

Welcome!
Let's Get Started.

⌚ Less than 10 min 💰 \$49.90 Application Fee

🔒 No Credit Score Impact 🔒 Private & Secure

Documents You'll Need

- 📄 Driver's License
- 📄 Pay Stubs
- 📄 State Registration Document

🔄 Don't have everything right now?
No problem—you can start now, save your progress, and come back anytime to finish.

What Will You Get?

- 📄 **TransUnion Screening Report**
Get copies of your credit, eviction, and criminal background checks.
- 📄 **30 Days of Access**
Easily access and share your screening reports for other rentals.

Additional Instructions

If you have questions, please contact us at 555-123-4556.

We're happy to help.

Get Started

Contact Information

First Name*

Phone Number*

Identification

Your SSN is required for screening.

SSN*

Additional Information

Driver of Birth*

Back

8. First, you'll need to enter information about yourself.

You will need to enter a valid Social Security Number (SSN) and possibly a driver's license. These are required if the application is requesting a background check later in the process.

(If you are a foreign citizen and don't have either of these, you'll need to contact the property manager of the unit you are applying for to see if you have any other options before continuing.)

(If you don't have a driver's license, you can also enter your state-issued ID card number.)

← Rental Application

1234 Euclid Avenue, Miami Beach, Florida

About You

ABOUT YOU

custom text here

Contact Information

First Name *
Kelly

Middle Name

Last Name *
Kapoor

Email *

Phone Number *

Identification

SSN *
••••••••

Driver License State ▼

Drivers License Number

Additional Information

Date Of Birth *
05/01/2005

Gender ▼

Marital Status ▼

Tell us why you're awesome!

0/950 characters

Save for Later

Back

Next

(Note that if you want to continue filling out the application at a later time, you can click the **Save for Later** button to save your progress and continue later. This will be available for every step after this. To learn how to continue a saved application, [click here.](#))

9. The next few steps will ask you for information about whether or not you have Pets, any Vehicles, and any Dependents. There it will also ask you for an Emergency Contact which is required.
10. The next group of required information consists of your current Employment, Income information, and current Residential History. You also need to answer some short yes and no questions in the Additional Information section.
11. If the property manager asks for it, there will be files you might need to attach, such as a copy of your driver's license or any other files.
12. **Review and Payment** - If the application has a fee, you'll see this screen towards the end that requires you to enter a credit card to make payment. Please note that you should only do this one time after you click **Make a Payment**. Do not try to make a payment again otherwise, you can be charged again.

You have the option to pay with a credit card or debit card, or Google Pay or Apple Pay depending on the browser used.

Tip: You can also get a sharable copy of your screening report if one is requested. You need to click the option to "**Generate a sharable link for my background check**" and then enter your email address. A link will be sent to you once the report is ready. This will allow you to view your background screening reports.



REVIEW AND PAYMENT

Apple Pay

Google Pay

Or Pay Using Credit Card / Debit Card

Full name

First and last name

Country or region

United States

Address

Street address

Card number

1234 1234 1234 1234



Expiration date

MM / YY

Security code

CVC



Get a Shareable Copy of Your Screening Report!

☐

Generate a shareable link for my background check

Total

\$75.00

Make a Payment

13. Once you click **Make a Payment**, if the property manager requires a background check, you'll see a window that requires you to **Confirm Your Identity**. This will be a series of random questions associated with your identity.

CONFIRM YOUR IDENTITY

Which of the following people lives or owns property in HOT SPRINGS NATIONAL PARK?

- | | |
|---|-------------------------------------|
| ☐ Alfred Ingram | ☐ Alwinaa Rafin |
| ☐ Joe Lawrence | ☐ Melvin Ruiz |
| ☐ None of the Above | |
-

Which of these street names are you associated with?

- | | |
|---|------------------------------|
| ☐ 123rd | ☐ Davis |
| ☐ Harding | ☐ Wilson |
| ☐ None of the Above | |
-

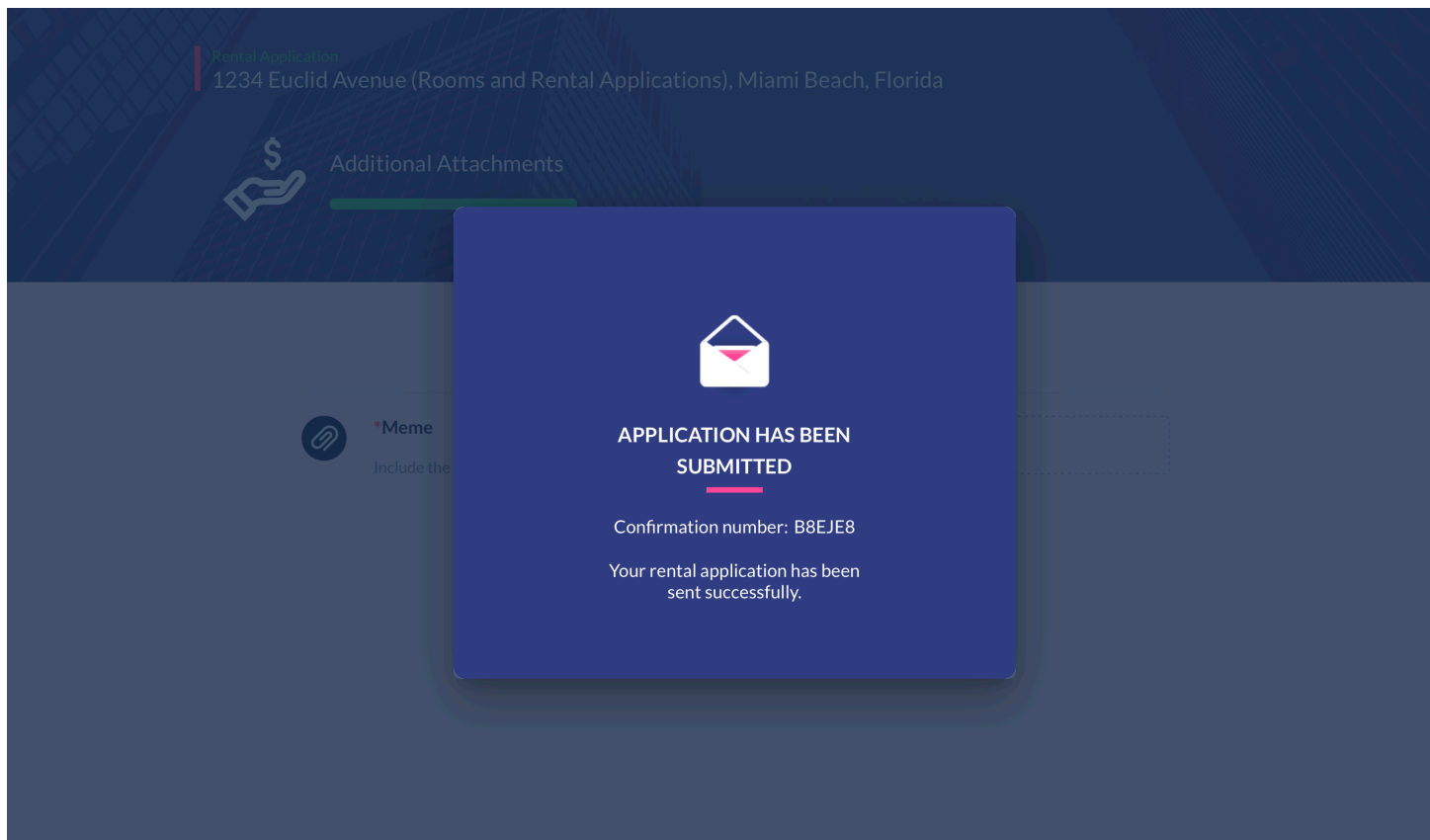
Which of the following hunting or fishing licenses do you have or have you had in the past?

- | | |
|---|---------------------------------------|
| ☐ Deer | ☐ Elk |
| ☐ Pheasant | ☐ Saltwater Snook |
| ☐ None of the Above | |
-

Cancel

Finish

14. Click **Finish** and your application will be sent to the property manager for review.



Important: DO NOT make a second application fee payment if you already made one. Instead, contact the property manager for

instructions on how to proceed. Otherwise, you may be charged again for the application fee.

Congratulations! You've finished filling out the rental application.

Continue filling out a saved application

If you were in the middle of filling out a rental application and saved it for later completion, here's how to continue with it.

1. When you are ready to continue with your rental application, check your email first. You will see an email from rentalapplications@doorloop.com with the subject line: "**Your Rental Application has been saved**". Open the email.

Your Rental Application has been saved Inbox x



Your Rental Application <rentalapplications@doorloop.com>
to

5:37 PM (0 minutes ago) ☆ ↶ ⋮



Your application has been saved

Dear Prospect,

The details you submitted for [Property name] have been saved. Continue your application by clicking the button below and pick up where you left off!

[Click to Complete Application](#)



Download the app

Manage and grow your portfolio from anywhere with ease



Download on the App Store



Get it on Google Play



1601 Washington Ave, Suite #200, Miami Beach
FL 33139, United States

[Unsubscribe from our emails](#)

2. Click the button in the email labeled: "**Click to Complete Application**". You'll be taken back to the rental application.
3. You need to enter the email address you used when filling out the rental application the first time as well as reentering a verification code. You will also be asked to accept the terms and conditions again. Once you do all this, you will be taken back to your rental application so you can continue where you left off.
4. You can now finish the rest of the rental application or save for later again to continue at a later time.

Tip: If you have co-applicants, such as a spouse or roommate, do not use the same link that was sent to you via email or the same email address to log in. Instead, ask the property manager for a new link for that person.

How to retrieve your sharable copy of your background check

If you chose to request and "**Generate a sharable link for my background check,**" you will receive a separate email with the subject, "**Your Screening Reports are Ready!**" When you open it, it will look something like this:



Your Screening Reports Are Ready!

Thank you for applying to 1234 Euclid Avenue, Miami Beach.

Your screening reports are now ready.

You can view or share them with [this link](#).

Please note that anyone with this link will have access to your screening reports, so share it with caution.

Access to your reports will expire on: 12/23/2024

[View Reports](#)

Click the "**View Reports**" button and you'll be taken to a page where you can view a copy of your Credit Report, Eviction Related Proceedings Report, and a Criminal Report. You will also be able to download each as a PDF file.



Screening Reports

Cathy Simms Application #55HI75



Credit Report

Applicant's credit history report

[Show Report >](#)



Eviction Related Proceedings

Applicant's eviction history report

[Show Report >](#)



Criminal Report

Applicant's criminal record report

[Show Report >](#)

Troubleshooting

I am a foreign citizen and do not have a social security number.

- In this instance, you may need to contact the property manager of the unit you are applying for. You will have issues running a background check with TransUnion, so contact the PM to see if you have any other options for this before continuing.

What if I don't have a driver's license?

- You can also use a State-issued ID card and enter that information for the driver's license information.

What if I submitted and paid for the rental application, but entered incorrect information and now TransUnion can't verify my identity?

- Contact the property manager of the unit you are applying for. They will send you a link to the application to fix your errors. DO NOT use the same link that you used to fill out the application initially. Otherwise, you may be charged again.

What if I already paid for the application and something happens during the process and it's asking me to pay again?

- Do not continue. Contact the property manager of the unit you are applying for. They will be able to see if you already have a pending application and can send you the proper link again to add any missing information.

What do I do if I encounter a "Validation Failed" error while filling out a rental application?

A "Validation Failed" error occurs when some fields within the rental application are not filled or selected. To ensure a smooth application process, go back and double-check all pages for any empty fields, items that require selection, or invalid inputs.

Some examples include:

- Items were not selected.
- Invalid inputs.
- Missing contact phone numbers or emails for employers or landlords.
- Missing fields. Be sure to fill out everything.
- Extra characters where they don't belong.
- Double-check the current address.
- Please fill out the application in English.

What if I encounter any other errors while filling out the rental application?

If you encounter other errors while filling out the rental application, please contact your property manager. We will be able to troubleshoot from their end.

I am receiving an invalid verification code error. What do I do?

Invalid verification code errors normally occur if you are using the wrong code or using a code that has expired. Remember that the confirmation code is only good for 60 seconds.

Did this answer your question?



Company

Resources

DoorLoop

Contact Us

Hubs

Pricing

DoorLoop
University

Calculators

Integrations

Referral Program

Checklists

Awards

Become an
Affiliate

Directory

Definitions

Laws

Forms

Associations