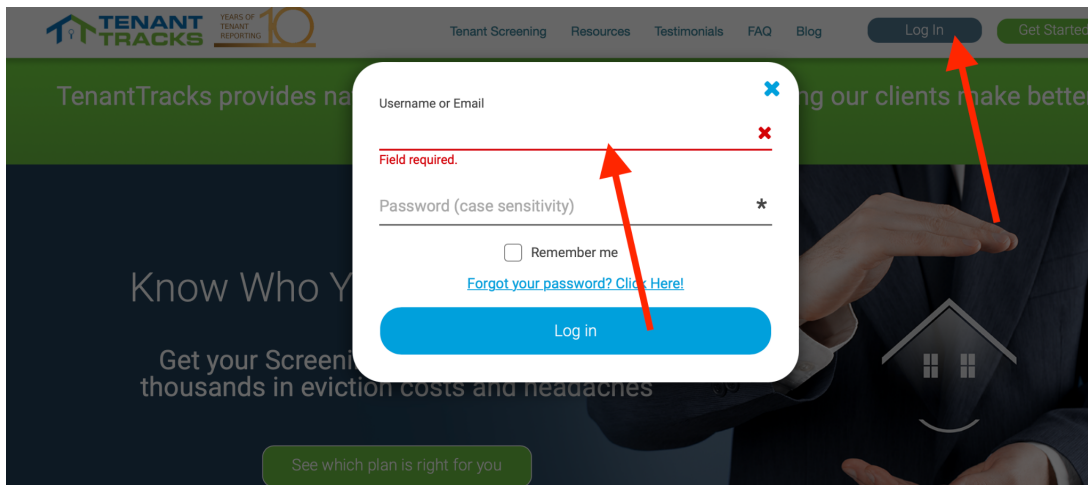# Create An Email Link For Applicants To Apply For Your Rental
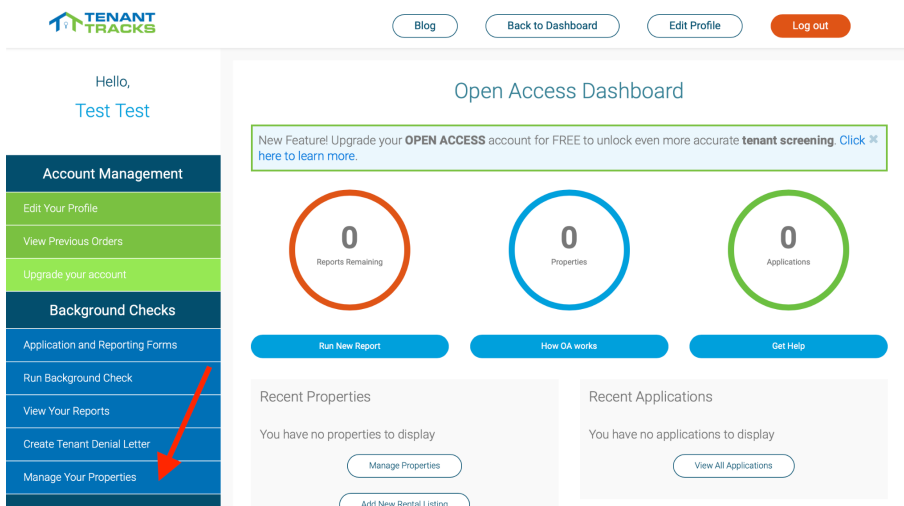
Do you have a TenantTracks' Open Access (OA) account and want to easily invite tenant applicants to submit a background check for your property? We've made it easier than ever to share a direct link with tenant applicants.

Note: *This feature is not available to Optimum-10 TenantTrack's users.*

Step 1: Sign into your TenantTrack's Open Access (OA) account.

Step 2: Once signed in, look at the left hand side navigation. Click "Manage Your Properties".

Step 3: If you've already added your property to this list, select "Show Details". If you need to add a new rental to your account, click "Add New Rental Listing".

Fill out the short form to add a new property to your account.
Note: Existing or New Rental Listings need to include a Security Deposit and Rent amount.

Step 4: If you've just added a new property, click Save and you'll be redirected to a page that looks like this.

Property added successfully!

Post this link on your rental listing, allowing rental applicants to complete a background check on their own.

https://tenanttracks.com/home/invitation?oatprop=63b13337e07f7adca055be3763e9efd3f0e41e65&oatid=3280843   Copy

Back to properties

If you're accessing an existing property under your account, click Show Details. Scroll down and click Generate Link. This will generate an easy to copy and paste link.

Note: Clicking "Make this property visible to future Tenant Applicants" is optional, but recommended.

Make this property visible to future Tenant Applicants
Yes

Back   Save

Create Email Link For Applicants To Apply For This Rental

You can email or post this link on social media and other websites so renters can apply directly for this apartment

https://tenanttracks.com/home/invitation?oatprop=63b13337e07f7adca055be3763e9efd3f0e41e65&oatid=3280843

Copy Link

You can press "Copy Link" and paste this shareable link with any Tenant Applicant. You can paste on MLS listing, social media, email, text...anywhere you'd like!

Step 5: Once a Tenant Applicant clicks on your custom link, they'll be directed back to the TenantTracks' website and prompted to create a Tenant Open Access account. The form is short and quick to fill out. Once they verify their email address, they'll be directed to apply for a background check for your listing.

Open Access TENANT Registration

You are creating a **TENANT OPEN ACCESS** account. If you are a **REALTOR / LANDLORD** seeking to get a background check on a rental applicant, **DO NOT PROCEED!** Click here instead to create a **REALTOR / LANDLORD OPEN ACCESS** account.

1	2	3
Account Data	Address Data	Terms And Conditions

User Name ✖
Field required.

Email Address *

Password ✖
Field required.

Verify Password *

First Name *

Last Name *

Mobile *

Marketer Code (if applicable)

Step 6: Once the Tenant Applicant submits their screening report and it's successfully run through our system, we will send you a notice that the report is available to view in your account. The time it takes for a tenant to successfully create an account, submit their background information and our system to process the report can be as little as 5 minutes.

Step 7: Make your leasing decision. With TenantTracks, you can trust you're getting the most accurate data available, ensuring the highest quality tenants and protection of your properties.

For a convenient video walkthrough of these steps, **CLICK HERE**.

Enjoy these simple steps to make renting your apartment easy and quick. Questions? Contact our team at 888-610-4710 or info@tenanttracks.com.