

Applicants Dashboard

This is where you keep applicant work moving. See what is waiting across your properties, then jump straight to the list you need.

“ ? Screenshot: the Applicants Dashboard.

See what is waiting

Four cards count the work in front of you, so you know where to start.

Card	Counts
Applications	Rental applications waiting for a decision
Guest Cards	Guest card entries
Contact Us	Contact requests you have not answered
Inactive Leads	Leads that have gone quiet

Jump to a list

Each card below the counts opens a working list. Select the one you need.

Card	Where it takes you
Applications	Review and decide on rental applications
Guest Cards	Handle guest card entries and visitor details
Contact Requests	Answer inquiries and track your replies
Inactive Leads	Revisit quiet leads and forward them
Leases	Manage lease agreements and terms

To decide on a single applicant, open **Applications**, then select the person. See **Reviewing an Applicant**.

Revision #3

Created 2026-08-12 18:07:40 UTC by Admin

Updated 2026-08-14 00:27:22 UTC by Admin