





# Urban Land Interests

## Step by Step Application Process

### STEP 4

• If you have additional occupants, you can add them here.

**Additional Applicant 1** B Remove

First Name	Last Name	18 or Older	Relationship	Actions
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Add"/>

Status: Send an email invitation to applicant above 18 years. You can add the details for applicant below 18 years.

**CONTINUE**

Status: Applicant details need to be added. Send an email invitation to this applicant

Email Address \*

Re-enter Email Address \*

Message

### ADDING OCCUPANT & GUARANTOR

Applicant will need to add additional occupant/guarantor through this section and invite them to apply on the same application.

Enter applicant name and relationship: Roommate, spouse, guarantor, minor (*when adding occupant under the age of 18*)

Send occupant invitation by entering the added applicant/guarantors email address.

Add another occupant or continue to next step.

### STEP 5

Dear [REDACTED]

You have been invited by Heather Irmie to be a co-applicant on an apartment rental application for The Pressman Apartments. Heather Irmie has left you a personal note:

Please click the link below, which will prompt you to login. Please reset your password after logging in for the first time. <https://ul.securecafe.com/online/leasing/the-pressman/apart/login.aspx?invite=1>

Your login details are as follows:

Username: [REDACTED] Password: [REDACTED]

Thank you,

**The Pressman Apartments**  
info@ul.com | 608-661-7600

Professionally Managed by:  
Urban Land Interests  
10 E Doly Street | Suite 300  
Madison, WI 53703

### OCCUPANT & GUARANTOR APPLICATION

Additional occupant or guarantor will receive an automated email from Property Management no-reply@rentcafe.com with temporary password and username.

Occupant/guarantor will now be added to primary occupants' application and will complete all required fields.

### STEP 6

Top Plan  Email Queue Summary Documents Alerts HK, Heather

Applicant Info

Additional Occupants

Application Charges

Local Summary

Local Creation

Income Verification (3 most current pay stubs, an offer letter or the previous year's tax forms) Required to be provided within 24 hours of submitting your application.

Heather Irmie (Primary)  No file chosen  Not approved

Like Irmie (Spouse)  No file chosen  Not approved

Valid Non-expired government photo identification (Required to be provided within 24 hours of submitting your application)

Heather Irmie (Primary)  No file chosen  Not approved

Like Irmie (Spouse)  No file chosen  Not approved

### DOCUMENT UPLOAD

Applicants & guarantors will upload proof of income, recent three paystubs or offer letter if recieved in the last six months, and valid government issued photo ID.

Please note: if applicant is not able to upload documents online, send directly to leasing agent or property manager.



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### STEP 7

Charge Description	Charge Amount	Amount Paid	Balance Due	Paid By
APPLICATION FEE	\$200.00	\$0.00	\$200.00	
EARNEST MONEY	\$200.00	\$0.00	\$200.00	
APPLICATION FEE	\$25.00	\$0.00	\$25.00	
<b>Total Amount (before tax)</b>			<b>\$225.00</b>	

### APPLICATION CHARGES

To hold the apartment \$200 earnest fee, and \$25 per applicant fee, must be submitted. Submission of earnest fee will hold apartment immediately.

To proceed with application charges add credit card or bank account.

A new window will open for credit card payment.

Applicant will select their bank and authorizes access to their banking information through Finicity (applicant will need to login to their bank account).

Please note: when logging into, and authorizing online banking, failed attempts at logging in will result in your application payment step being locked and ULI will then require that payments are submitted through PlastiQ. If applicant's bank is not an option to select, payments through PlastiQ will also be required.

Once applicant reviews and submits their selected bank accounts, they will be redirected back to the RentCafe Online Leasing screen where they can choose their payment account and select Proceed to Payment to continue the leasing application. Applicants who verify their bank accounts through Finicity will not be required to verify their banking information again after they become a resident at the property.

**ALL APPLICANT DOCUMENTS, PHOTO ID AND PROOF OF INCOME, AND PAYMENTS ARE REQUIRED WITHIN 48 HOURS OF EARNEST FEE SUBMISSION. FAILURE TO SUBMIT ALL APPLICATION PAYMENTS/DOCUMENTS WILL RESULT IN APPLICATION CANCELLATION.**

Questions or issues? Contact our team 608.661.7600