

Tenant Information

We are excited to offer you online tools for submitting maintenance requests as well as sharing your payment history and documents with you. You will be receiving an automated email from: notices@rentendirect.com indicating your tenant portal is ready for your access. The email will provide you a link to login as well as your password to access your portal. Your username will be your email address. For reference, the tenant portal web address is: www.rentecdirect.com/tenants. Once you are logged into the portal, you will be presented with tabs for various tasks. At the top of the screen, you will notice four tabs as follows:

1. *Summary*
2. *Statement*
3. *Repairs*
4. *Settings*

Click the Repairs tab, enter the property address in the short description, then enter the repair issue in the detailed description including your name and phone number before clicking the Report Issue button. If you have any questions, please call Christina Marshall at 210-659-6700 during business hours. Thank you for your cooperation.

Your application for the following property has been accepted by the landlord:

** _____ **

Please deliver the deposit within 24 hours as follows:

\$0.00 - Security Deposit

\$0.00 - Cleaning Deposit (non-refundable)

\$0.00 - Pet Deposit

\$0.00 - total deposit in cashier's check or money order payable to **Daniels and Daniels Real Estate**.

Feel free to call us if you have any questions. Thank you.

DANIELS & DANIELS REAL ESTATE