**Apartment Leasing/Rental**

**Website Portal Requirements**

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# Change History

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| --- | --- | --- | --- |
| Version | Description | Date | Updated By |
| 1.0 | Initial Draft | 01/03/2021 | Greg Vartanian |
| 2.0 | Revised Draft | 01/10/2021 | Greg Vartanian |
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# Landing Page Layout

## Registered members.

* Registered members must be provided with a link to login.

## New Registrations. (Registration modes.)

* For Renters there should be a link that says, “If you are a renter please click on this link to register.”
* For Property owners, Leasing mangers/agents there should be a link that says “If you are a Property Owner, Leasing Manager/Agent please click on this link to register. “

## Anonymous Users.

* Create a search box that allows the anonymous user to see listings but when they click on details, they will be prompted to register to get more information.

## Portal contact.

* information for customer service and technical support.
* Legal Disclaimer for using this portal.

# Customer Access Requirements

## 2.1 Customer Portal Registration Requirements.

* + 1. Customer to register to gain access. Customer must provide the following information listed below at time of registration and will be used to verify and confirm user as follows:
* Customer needs to provide first name
* Customer needs to provide last Name
* Customer needs to provide current residential address
* Customer needs to provide primary telephone number
* Customer needs to provide secondary telephone number
* Customer needs to provide a valid Email address. (We will need a second text box for the customer to re type the email address to verify the correct email address)
* Create a 12-character password. (We will need a second text box for the customer to verify the correct password was inputted)
* We will need a captcha authentication challenge to ensure the person registering is not an automated system.
* When registration is completed a confirmation, email needs to be sent out to the email address that was provided. Once the email is received by the user, they will be required to verify their registration by clicking on a link within the email body that redirects them back to the **www.rentalkingnj.com** for verification. Once the user is verified, they have access to the portal to complete additional profile information.

# Customer Desired Rental Requirements

### 3.1 User desired rental search profile:

1. User creates a desired search profile that allows them to select options, these can be all drop down options that auto populate or we can create a list of options with check boxes next to each one for the client to select. The list of option types are as follows:
2. Select the cities or towns you desire to live in:
3. Type of rental you desire: House, Apartment, Condo, Co-Op, Shared Apartment (Room Mate).
4. How many people will be occupying this rental: 1,2,3,4+
5. Number of Bedrooms you desired: 1, 2, 3+
6. Number of Bathrooms you desired: 1, 2, 3+
7. Amenities you require: (This can be a drop down with multi select options of we can create a list with check boxes for the user to select.)
   * Balcony
   * Wall to Wall Carpeting,
   * Allows small pets only
   * Allows all size pets
   * Does not allow pets
   * Swimming Pool
   * Gym
   * Club House
   * Outdoor Parking
   * Indoor Parking
   * Waterfront View
   * 24hr. Security
   * Doorman
   * Concierge.

1. Price range: $Min. – $Max.
2. When does your current lease end: (Create a Calendar box that allows the user to select a date)
3. When would you like to move into your new rental: (Create a Calendar box that allows the user to select a date)

ii. Once a customer creates desired rental profile it gets saved and then

the database will provide the user with available rentals that fit the

requirements of the rental profile. When the client(Renter) sees a rental and

wants to schedule an appointment to view the rental there needs to be

a “Request an appointment with the real estate agent.” button on each listing that the client will be able to click on. This will then open a new window that

will auto populate the users name and contact info which must include

the following:

• Client needs to provide first name

• Client needs to provide last Name

• Client needs to provide current residential address

• Client needs to provide primary telephone number

• Client needs to provide secondary telephone number

• Client needs to provide a valid Email address

* Then the client must click on the submit button to send a request to the agent for a call back by the agent to schedule a viewing appointment.
* The leasing agent (Person would works for the landlord) will get a notification with the client’s name only who is interested in seeing the unit. The Real estate agent (Person who works for the Real Estate Broker) will get all the information about the person who is interested in seeing the unit.

* The landlords (Property Owner’s) who are paying for access will get all the information from the person interested in seeing the unit for rent.

# 4. Leasing Manager/Agent Access and Listing Requirements

## 4.1 Leasing Manager/Agents registration.

## 

* + 1. Leasing managers and agents need to create a profile with a username and password to access the portal. They must also provide information about the property management company they work for and the buildings they service.

* Leasing agent needs to provide their first name
* Leasing agent needs to provide their last Name
* Leasing agent needs to provide the name of the building they work in which also is the building where the rental listings will be located.
* Leasing agent needs to provide the address of the building they work in and plan to list rentals for.
* Leasing Agent will need to answer the following questions: 1) Do you offer a broker fee? A drop down will need to be created containing a yes or no answer option. 2) If the answer is No then we will have to redirect them to a page that will require them to pay for the listings they want to post. 3) If the answer is yes then the next question will be “Please descried the type of broker fee you are offering.”
* Leasing agent needs to provide primary telephone number
* Leasing agent needs to provide secondary telephone number
* Leasing agent needs to provide a valid employer email address. (We will need a second text box for the customer to re type the email address to verify the correct email address)
* Create a 12-character password. (We will need a second text box for the customer to verify the correct password was inputted)
* We will need a captcha authentication challenge to ensure the person registering is not an automated system.
* When registration is completed a confirmation, email needs to be sent out to the email address that was provided. Once the email is received by the user, they will be required to verify their registration by clicking on a link within the email body that redirects them back to the [www.rentalkingnj.com](http://www.rentalkingnj.com) for verification. Once the user is verified, they have access to the portal to complete additional profile information.

(If the landlord does not want to pay a broker’s fee then the landlord should be directed to the listing subscription process page.)

## **4.2** Leasing manager/agents create unit profiles.

1. Leasing manager or agent needs to provide layouts with 3D video’s and photos of each rental type they are offering**. (Paying landlords with single units will not be required to provide the below details.)**

The file formats for the layout, photos, and videos should be in .tiff, .jpg,

and mpeg format with a 3MB file size limit for each file that is uploaded.

* Layout of a studio unit. (Must include floor plan, square footage, and pictures.)
* Layout of a one Bedroom unit. (Must include floor plan, square footage, and pictures.)
* Layout of a two Bedroom unit. (Must include floor plan, square footage, and pictures.)
* Layout of a three Bedroom unit. (Must include floor plan, square footage, and pictures.)
* Landlords that have only one unit to rent out will be permitted to upload layouts and photos if they have them.

## **4.3.** Leasing agent will create a listing

i. The leasing agent will create listings in the portal by populating the fields that are required so that the listing is accurate and detailed with the proper information. The agent will not be able to provide the address or location to the listing but will be able to provide the name of the building and the city or town the listing it is located in. **(This will not be a restriction for the owners and admins of the portal as they will be listing rentals with alternating addresses to the actual listings provided by the leasing agents.)** The options can be all drop down options that auto populate or we can create a list of options with check boxes next to each one for the client to select. The list of option types are as follows:

* Select the city or town the listing is located:
* Select the type of rental being offered: House, Apartment, Condo, Co-Op, Shared Apartment (Room Mate).
* Select the number of bedrooms this rental comes with: 1, 2, 3+
* Select the number of bathrooms this rental comes with: 1, 2, 3+
* Select the amenities that are included with this rental: (We must create a drop down that has the amenities that are not included in the rental but are available for an additional fee and allow the leasing agent to include the cost of those amenities.)
  + Balcony
  + Wall to Wall Carpeting,
  + Allows small pets only
  + Allows all size pets
  + Does not allow pets
  + Swimming Pool
  + Gym
  + Club House
  + Outdoor Parking
  + Indoor Parking
  + Waterfront View
  + 24hr. Security
  + Doorman
  + Concierge.

* Monthly rental of the unit: 8-character text box with a $ sign, a comma, and a decimal point for the agent to fill in the dollar amounts.)
* List additional costs associated with this rental: (Drop down menu with options and a 6-character text box with a $ sign and decimal point for the agent to fill in the dollar amounts.)
* When will this rental be available: (Date select box needed to select a date.)

ii Leasing agents or Landlords who need to be charged to use the service, will create a listing in the portal by populating the fields that are required so that the listing is accurate and detailed with the proper information. The agent or landlord will be able to provide the address to the listing. The options can be all drop down options that auto populate or we can create a list of options with check boxes next to each one for the client to select. **The list of option types are as follows:**

* Select the city or town the listing is located:
* Select the type of rental being offered: House, Apartment, Condo, Co-Op, Shared Apartment (Room Mate).
* Select the number of bedrooms this rental comes with: 1, 2, 3+
* Select the number of bathrooms this rental comes with: 1, 2, 3+
* Select the amenities that are included with this rental: (We must create a drop down that has the amenities that are not included in the rental but are available for an additional fee and allow the leasing agent to include the cost of those amenities.)
  + - * + Balcony
        + Wall to Wall Carpeting,
        + Allows small pets only
        + Allows all size pets
        + Does not allow pets
        + Swimming Pool
        + Gym
        + Club House
        + Outdoor Parking
        + Indoor Parking
        + Waterfront View
        + 24hr. Security
        + Doorman
        + Concierge.
* Monthly rental cost of the unit: 8-character text box with a $ sign, a comma, and a decimal point for the agent to fill in the dollar amounts.)
* List additional costs associated with this rental: (Drop down menu with options and a 6-character text box with a $ sign and a decimal point for the agent to fill in the dollar amounts.)
* When will this rental be available: (Date select box needed to select a date.)

1. Listing is removed by Leasing Management or Website admin because it was rented, or listing is no longer available.

* The Listing agent, Landlord or admin will be permitted to close a listing by answer a few questions as follow:
* Select the reason why this listing is being removed? We can create a drop-down menu that allows them to select the following options:
  + 1) Unit is rented.
    - Date the unit was rented. (Calendar Selector Box)
    - Name of the Agent that rented the unit. (Text Box entry.)
  + 2) Unit has been taken off the market.
    - Date unit was taken of the market. (Calendar Selector Box.)
    - Name of the Agent that removed the unit. (Text Box entry.)
    - Reason unit is no longer available. (Drop down menu with options such as: Landlord changed their minds, Lease was renewed by current tenant, Unit needs repair, property recently sold, Other with 100-character input text box.)

1. Reports that will be made available to the leasing agents and their management and to the admins of the portal.

* The leasing agents will be able to click on a tab in their profiles that allows them to run a report that will contain the following fields:
  + Agent who listed unit
  + Unit number
  + Date it was listed for rent
  + Dollar amount listed for
  + Date it was rented (if it was rented.)
  + Party who rented it.
  + Amount unit was rented for.
  + Agent who rented the unit.
  + Date listing was removed.
  + Agent who removed the listing.
* The admins will be able to click on a tab in their profiles that allows them to run a report that will contain the following fields:
  + Agent who listed unit
  + Unit number
  + Date it was listed for rent
  + Dollar amount listed for
  + Date it was rented (if it was rented.)
  + Party who rented it.
  + Amount unit was rented for.
  + Agent who rented the unit.
  + Date listing was removed.
  + Agent who removed the listing.

**Listing Package information.**