

YieldStar[®]

Leasing Workflow

User Guide

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Leasing Workflow Process

There are two tabs you can use in the **Leasing Workflow** process, the **View Rents** tab and the **Generate Rent** tab.

View Rents

The **View Rents** tab provides lists of available units based on your selected filter options. The available units appear on the tab grouped by bed count. Units closest to the selected move-in date appear at the top of the lists. Each unit listed includes the unit details, features, availability, and rent for the desired term.

The button in the **View Rents** column opens the **Lease Terms and Rates** box, where you can view a rent matrix for a specific unit. The move-in dates appear across the top of the rent matrix, and the terms appear on the left side of the rent matrix. Click a rent in the matrix to highlight it. Above the rent matrix in the **Lease Terms and Rates** box, you can find the unit details, availability, and rate type.

You must select filter options for the available units lists to appear on the tab. Leasing Consultants, Managers, and Revenue Managers can view the **View Rents** tab.

Generate Rent

The **Generate Rent** tab provides the rent matrix for an unavailable unit based on your selected filter options. Above the rent matrix, you can find the unit details, availability, and rate type. The move-in dates appear across the top of the rent matrix, and the terms appear on the left side of the rent matrix. Click a rent in the matrix to highlight it.

You must select filter options for the rent matrix to appear on the tab. Only Managers and Revenue Managers can view the **Generate Rent** tab.

- Click the **Generate Rent** tab. The tab opens with filter options for generating the rent.
- Use the **Property** drop-list to select the property to view.
- Use the **Unit** drop-down list to select the unit number to view.
- Use the **Calendar** in the **Make-Ready Date** field to select the date by which the unit needs to be ready for a new occupant.
- Use the **Calendar** in the **Move-In Date** field to select the date when the applicant plans to move into the unit.
- Use the **Rate Type** drop-down list to select the rate type to use in the rent matrix (offered rent, effective rent, or all rents).
- Click the **Generate** button. The lease terms and rates for the selected unit and make-ready date appear on the page.

View Rents **Generate Rent**

Property: Autumn Chase II


Unit: N/A - 0111

Make Ready Date: Dec-14-2020

Move In Date: Dec-21-2020

Rate Type: Effective Rent

Generate

Lease Terms & Rates: Autumn Chase II 

3B2B*: C1 Unit: N/A-0111 4.0 Bedroom, 4.0 Bathroom (1206 Sq. Ft.) 1st Floor, Fireplace, Plank Flooring, Upgrade, U... Available: Dec-14 [Next 15 Dates >](#)

Terms	Dec-14	Dec-15	Dec-16	Dec-17	Dec-18	Dec-19	Dec-20	Dec-21	Dec-22	Dec-23	Dec-24	Dec-25	Dec-26	Dec-27	Dec-28
3 Effective Rent	2,173	2,194	2,214	2,234	2,255	2,275	2,295	2,316	2,336	2,356	2,377	2,397	2,417	2,438	2,458
4 Effective Rent	2,066	2,081	2,096	2,111	2,127	2,142	2,157	2,172	2,188	2,203	2,218	2,233	2,249	2,264	2,279
5 Effective Rent	2,174	2,186	2,198	2,210	2,223	2,235	2,247	2,259	2,271	2,284	2,296	2,308	2,320	2,332	2,345
6 Effective Rent	1,958	1,968	1,978	1,988	1,998	2,009	2,019	2,029	2,039	2,049	2,059	2,070	2,080	2,090	2,100
7 Effective Rent	1,927	1,936	1,944	1,953	1,962	1,971	1,979	1,988	1,997	2,005	2,014	2,023	2,032	2,146	2,155
8 Effective Rent	1,997	2,005	2,012	2,020	2,027	2,035	2,043	2,050	2,058	2,066	2,073	2,081	2,088	2,096	2,104
9 Effective Rent	1,886	1,893	1,899	1,906	1,913	1,920	1,927	1,933	1,940	1,947	1,954	1,960	1,967	1,974	1,981
10 Effective Rent	1,872	1,878	1,884	1,890	1,896	1,902	1,908	1,914	1,920	1,926	1,933	1,939	1,945	1,951	1,957
11 Effective Rent	1,933	1,938	1,944	1,949	1,955	1,961	1,966	1,972	1,977	1,983	1,988	1,994	1,999	2,005	2,010
12 Effective Rent	1,927	1,932	1,937	1,942	1,947	1,952	1,958	1,963	1,968	1,973	1,978	1,983	1,988	1,993	1,998