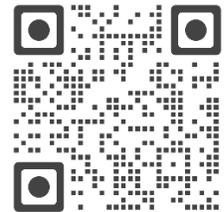
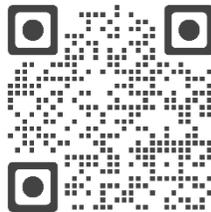
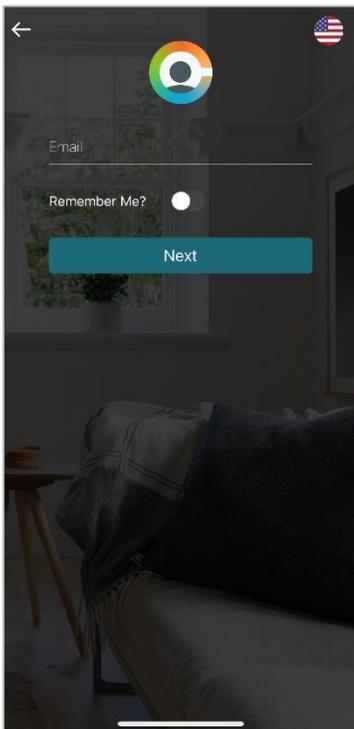


## Completing the Move-In Inspection on the Rent Cafe Resident Portal

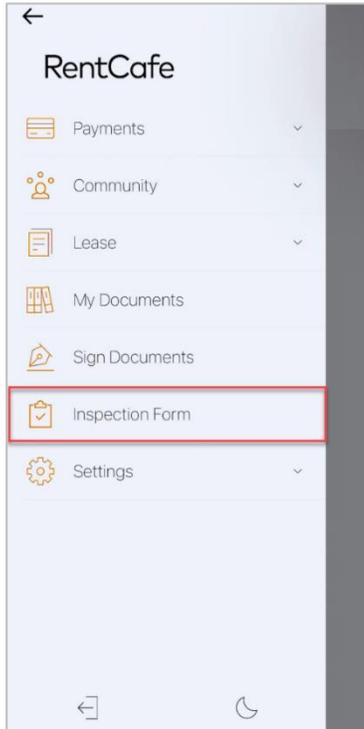
1. To complete the move-in inspection, you must download and install the **RentCafe Resident** application to your mobile device. Scan the QR with the camera on your device and click the link to go directly to the app store.



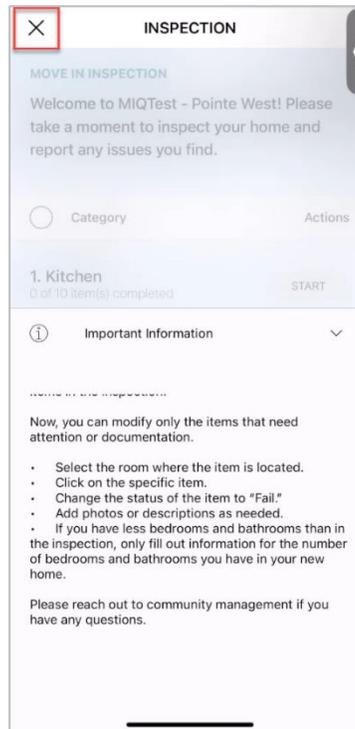
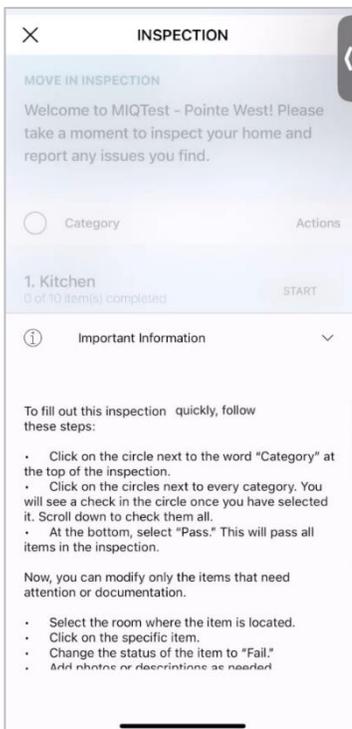
2. Log into the RentCafe Resident app with the same credentials that you use to access the portal on a desktop.



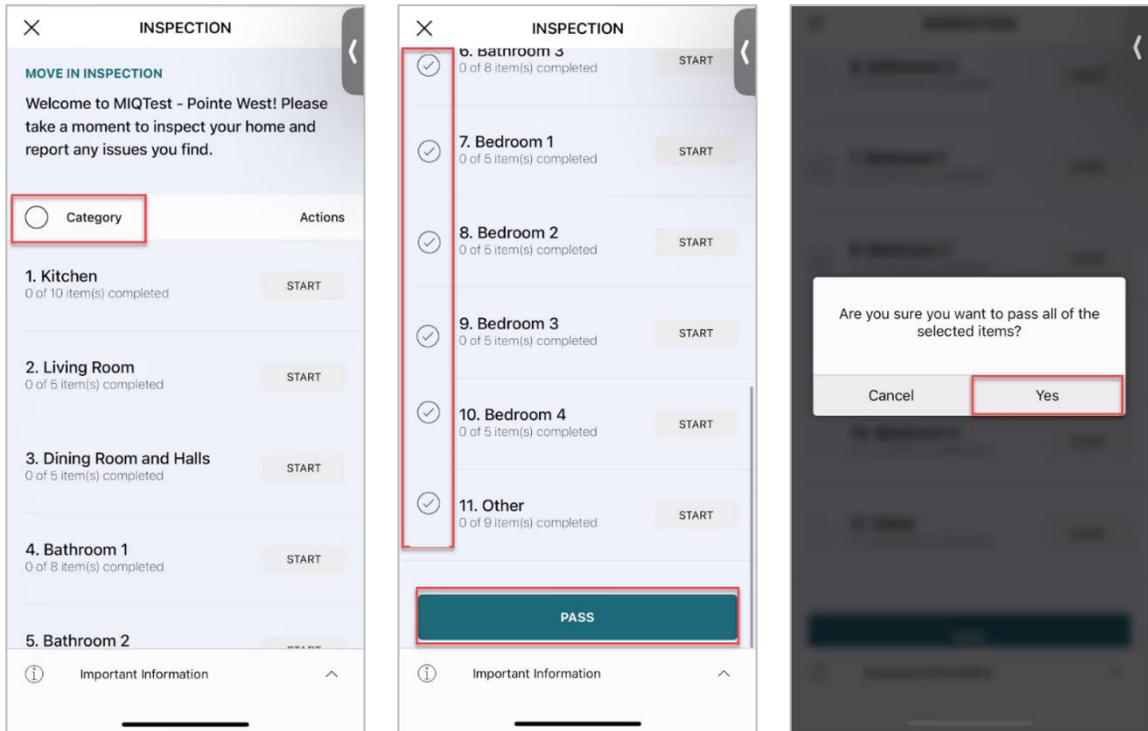
3. You may get an Announcement notifying you the inspection is available. Access it by clicking **Inspection Form**. You may also navigate to the **Menu** then **Inspection Form**.



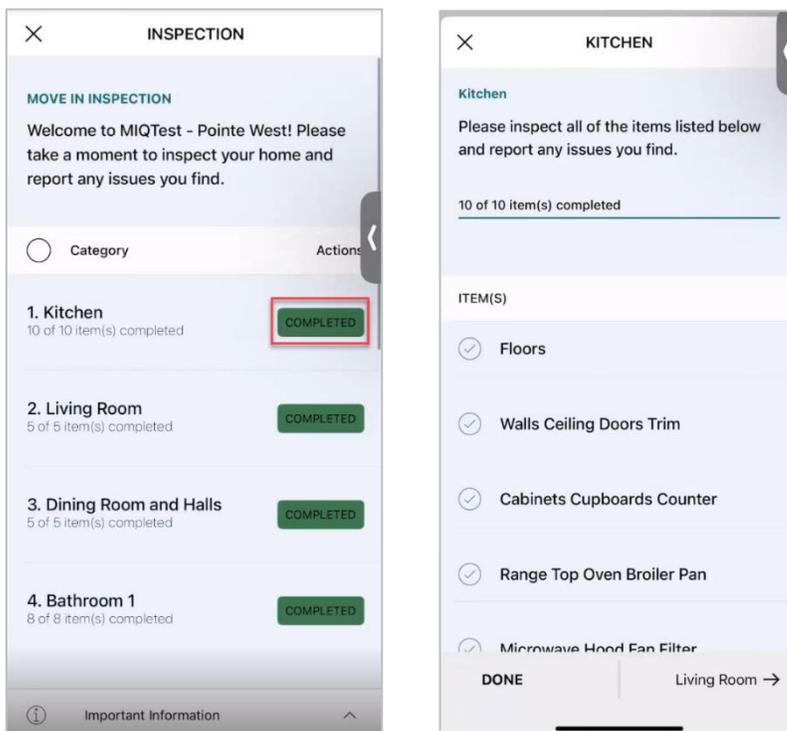
4. Review the Important Information and close by clicking the X.



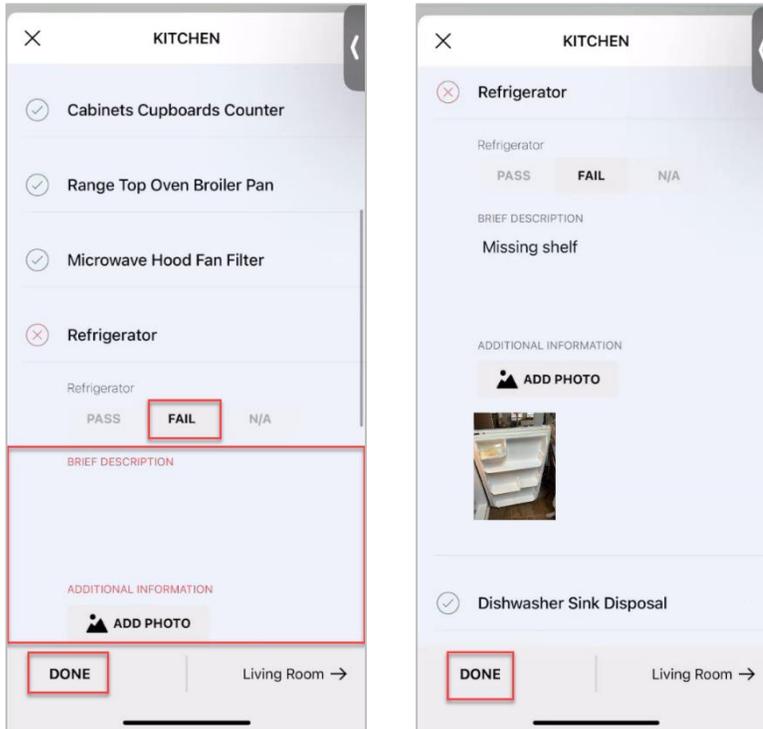
5. TIP: To complete the inspection quickly, select **Category** and check every room to mark them all complete by clicking **Pass**, even if you have fewer bedrooms and bathrooms in your home than in the inspection.



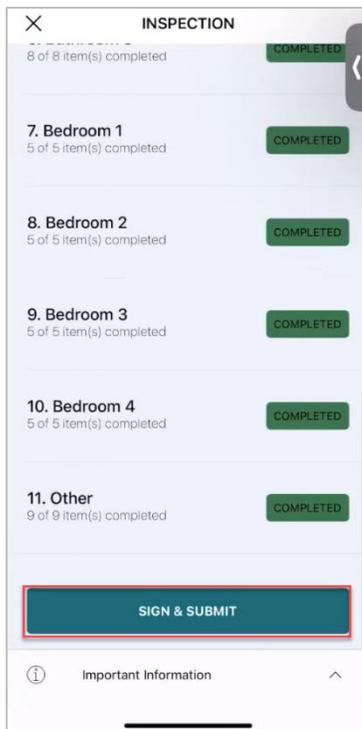
6. If you have areas that need attention or documentation, expand the room by clicking **Completed**. Scroll and click on the item that you wish to update.



7. In this example, we've selected Refrigerator. Update status by clicking on **Fail**. NOTE: You will select **Fail** for both documenting items that have wear and tear as well as items that you would like the maintenance team to address. Add a **Brief Description** and **Add Photo**. Then click **Done**.



8. Once complete, scroll to the bottom of the inspection and click **Sign & Submit**.



9. Review the Disclosures & Consent and finally sign your name or select a pre-generated signature. Click **Submit**.

The image displays three sequential screenshots of a mobile application interface. The first two screenshots are titled 'DISCLOSURES & CONSENT' and contain several sections of text regarding electronic signatures, including 'Scroll to the Bottom to Continue', 'Consent to the Use of My Electronic Signature', 'Acknowledgment to Receive Notices, Renewals, and/or Extensions Electronically', 'Acknowledgment of Review of Electronic Signature Consent and Disclosures', and 'Acknowledgment of Option to Use or Not Use Electronic Signature Functionality'. The third screenshot is titled 'SIGNATURE' and features a large text input box with a red 'X' icon, a link that says 'I want to select a pre-generated signature', and two buttons at the bottom: 'CLEAR' and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red border.

10. Once the inspection is submitted click **Done**. Your management team will contact you regarding any failed items and if needed, arrange for any necessary repairs.

The image shows a mobile application screen with a light blue background. At the top center is a circular icon containing a checkmark. Below the icon, the text reads 'Your inspection form was submitted successfully.' followed by 'THANK YOU!' in blue. At the bottom of the screen, there is a dark teal button with the word 'DONE' in white, which is highlighted with a red border.