

## Adding Wait Units

You must select a unit for a prospect before the prospect can apply. If there are no available units with the unit type that the prospect wants, you can select a wait unit for the prospect. A *wait unit* is a virtual unit that represents a real unit type. For example, if a prospect wants to move into a two-bedroom unit and there are no two-bedroom units available, you can select a two-bedroom wait unit for the prospect. When a real two-bedroom unit becomes available, you can cancel the wait unit selection and select the two-bedroom unit.

You can select the same wait unit for multiple prospects. Prospects for whom wait units are selected appear on a waitlist on the dashboard. For more information, see [Viewing Waitlist](#).

### To add a wait unit

- 1 From the side menu, select **Setup > Unit > Add Unit**. The **Add Unit** filter appears.

- 2 Complete the filter.

<b>Property</b>	Property for which you are adding the wait unit.
<b>Rental Type</b>	<b>Residential</b>

- 3 Click **Submit**. The **Unit** screen appears.

- 4 Complete the screen:

<b>Unit</b>	Unique code for the wait unit. This code must begin with <b>WAIT</b> and can contain only letters and numbers (for example, <i>WAIT2B2B</i> ).
<b>Unit Type</b>	Unit type that the wait unit represents.

- 5 Click **Save**. Additional fields appear.

Unit		Functions	
Unit	WAIT2B2B	Property	<a href="#">resca01</a>
Address	Pacific Palms 601 East Anapamu Street	Building	
City	Santa Barbara	Floor	
State-Zip	CA 93103	Unit Type	<a href="#">ca012b2b</a>
Country	us	Unit Rent	995.00
		Sqft	1,100.00
		Bedrooms	2
		Rental Type	Residential

Occupancy	General	Description	Contacts
<b>Occupancy</b>			
Unit Status	Waitlist		
Name			
Status	VACANT		
Rent	0.00		
Lease From			
Lease To			
Move In			
Move out			
Date Available	03/28/2013		
Date Ready	03/28/2013		
Exclude	<input checked="" type="checkbox"/>		
Rent Ready	<input type="checkbox"/>		

- 6 Click **Edit**.
- 7 On the **Occupancy** tab, select the **Exclude** check box. For more information about excluded units, see [Adding Excluded Units](#).
- 8 Click **Save**.