



Renewal Applicant Online Process

1. Go to www.applyfastnow.com
2. Enter the Code **SM002**
3. Scroll to bottom of screen; enter your email address
 - a. Press "Continue"
4. Enter the Property Address that you are applying for
 - a. Click "Next"
5. Enter All of Your Information
 - a. Click "Next"
6. Enter Current Address Information
 - a. Click "Next"
7. Enter Pet Information – If Any
8. Answer Background Questions
9. Upload All Required Documents
 - a. Once Uploaded, click "Next"
10. E-Sign Renewal Packet
11. E-Sign Authorization & Disclosure
12. System will ask "Are you applying with a Spouse?"
 - a. If yes, Enter their Name and Email
 - i. They will receive a link to enter their information
 - ii. If no, Click "Next"
 - b. If not adding Spouse, System will ask "Are you adding a Roommate?"
 - i. If yes, Enter their Name and Email
 - ii. They will receive an email to enter their information
 - iii. If no, Click "Next"
13. Click "Submit" – No payment is needed for Renewals

Please know the application process can take 2 weeks up to 30 days; this is dependent any delays on Tenant and/or Owner.

*If you need assistance with uploading your documents or other assistance with the application, please contact Customer Service at **1-888-983-9511** or email at **support@verifyssi.com***