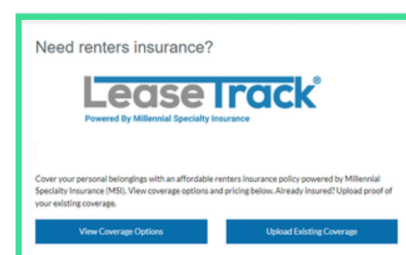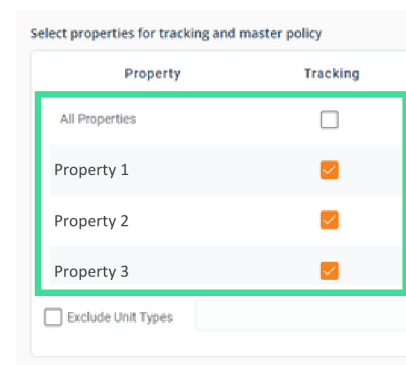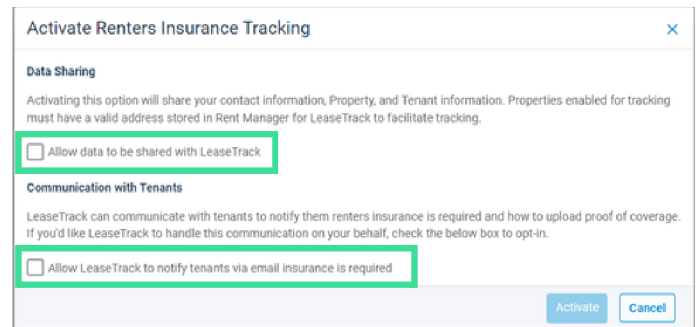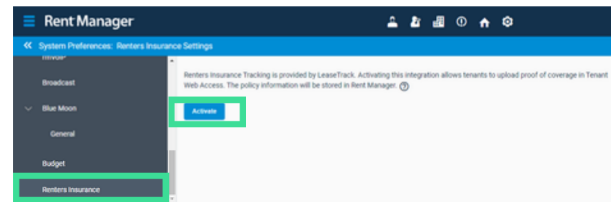# Activate Tracking & Enable Master Policy in Rent Manager

LeaseTrack®
Powered By Millennial Specialty Insurance

Preferred Partner Of Rent Manager®

How to Activate Tracking

1 After logging in, go to the Renters Insurance section within System Preferences and click the "activate" button

2 Check the "allow data to be shared with LeaseTrack" in order for tracking to take place

3 If you would like LeaseTrack to send email communications to your tenants about renters insurance, check the box "Communications with Tenants" box

4 Select which properties you would like tracking to be enabled

5 A tile will automatically appear for residents in Tenant Web Access encouraging renters insurance and tracking will begin

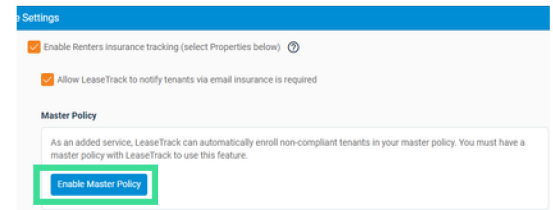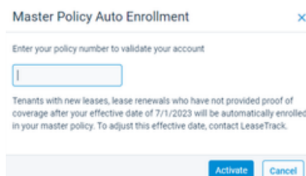# Activate Tracking & Enable Master Policy in Rent Manager

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How to Enable Master Policy

1 Fill out the Tenant Legal Liability Application at LeaseTrack.ai/rentmanagerapp for LeaseTrack to issue the Master Policy and send your policy number
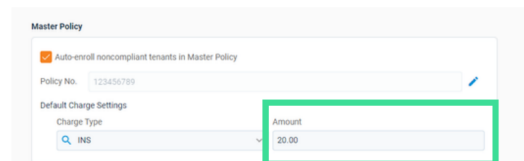
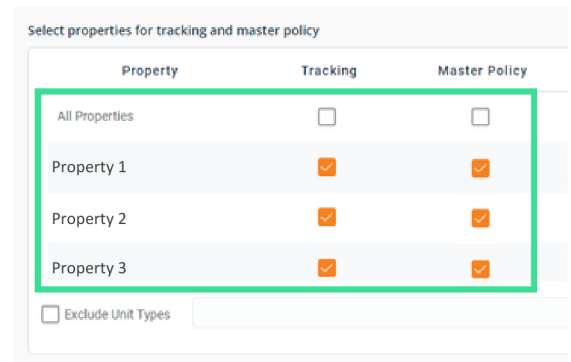**2** After turning on tracking, check the "Enable Master Policy" box under master policy

3 Enter the policy number provided to you by LeaseTrack

4 Enter the resident charge amount ranging between $14 - $20

5 Select which properties you would like the Master Policy to be enabled

6 The Renters Insurance tile in Tenant Web Access will update to notify tenants that the Master Policy fee will be applied if alternative renters insurance is not provided