

Template emails save you time...

How to set up and create them in Gmail:

<https://blog.hubspot.com/sales/gmail-templates-canned-responses>

Ones I use:

Subject: Rental application (type in address here after if you have multiple available)

Hi <Name>

Nice meeting you.

I am glad you like the apartment. Attached is the requested rental application.

Please complete one for each adult intending to live in the unit. You can fill out the word document and email it back. Please let me know if you have any further questions.

Thanks,

Name

Phone number

Subject: Your application had been Approved!

Congratulations, your rental application has been approved!

In order to secure the apartment, I will need the following:

- Signed copies of the attached forms (please read fully and understand, let me know if you have any questions).
- Photo ID, to verify identity (you can email a picture or a scan).
- Pay stub or NOA to verify income.
- Your first months rent and last months rent can be e-transferred to this email

Please get this to me as soon as possible as I have other applicants waiting and am unable to hold the place for you for more than 24 hrs. If you have any additional questions or concerns, don't hesitate to let me know.

Thanks,

Name

phone number