



Owner Benefit Package™

Powered by: **Steady**®

OBP™ DASHBOARD USER MANUAL

June 2024

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Password Reset

Follow the steps below to reset your password.

1. Click on the circle icon in the top right corner
2. Select Profile
3. Under User Account, click "Click here to reset your password"
4. Enter the current password followed by your new password
5. Click reset

OBP™ Rental Units Knowledge Hub Demo PM 2C

Back

User Profile

Account Setup

Documents

Reports

Preferences

User Account

Steady will use this information to contact you and provide Technical Support

Email (*)

superuser@steadyrent.com

Click here to reset your password.

Profile

Logout

Steady

Reset Password

Enter a new password for your account

Old password

New password

Confirm new password

- Must contain at least 8 characters
- At least one upper case letter
- At least one number
- Confirm Password

RESET

Rental Units Tab

The Rental Units Tab is where you will manage your OBP subscriptions. The Rental Units Tab is split into a 2 tab view that highlight the below:

This Month's Subscriptions

This month's subscriptions			Units changing next month 3
Subscription period: 10-01-2023 to 10-31-2023 A			
<div>Search unit or owner...</div> <div>Subscription Status Select Filter Unit Status Select Filter Rent Advance Status Select Filter Export</div>			
Unit ↑↓	Subscription C	Rent Advance	
<input type="checkbox"/> 145 Cypress Way East A Gabrielle Hall, R/E Acct NEW ACTIVE LEASE	Plus		
<input type="checkbox"/> 3280 Lindsey Ln #2 2 Lena Tonn NEW ACTIVE LEASE	Plus		
<input type="checkbox"/> 3299 Megan Ln #3 1 Lena Tonn NEW ACTIVE LEASE	Unqualified Unsubscribed Subscription changing next month B		

This month's subscriptions is a snapshot in time, and should directly reflect the current month's OBP Invoice. As changes to subscription records occur throughout the month, the subscription status displayed on this tab will not change, but will include additional messaging that notes a change for the following month.

A Current Subscription Period Noted in Red

B "Subscription Changing Next Month" messaging will appear for units with a pending change to their package type.

C The "Subscription" column notes the current package type

Rental Units Tab Continued

Units Changing Next Month

This month's subscriptions

Units changing next month 4

Changes starting on: 11-01-2023

A

by type of change below

Search unit or owner...

Subscription Status

Select Filter

Unit Status

Select Filter

Unit ↑↓

Future OBP Subscription C

Rent Advance

3299 Megan Ln #3 1

Lena Tonn

NEW

ACTIVE LEASE

Plus

Starting on 11-01-2023

D

612 Santa Barbara Boulevard 1

Andrew Braine TR

NEW

ACTIVE LEASE

Qualified Unsubscribed

Starting on 11-01-2023

871 Meadowland Drive - F F

Julian O'Sullivan

NEW

ACTIVE LEASE

Shield

Starting on 11-01-2023

When a subscription status changes in the current month, that unit will now also appear on the What's Changing Next Month tab. This includes units that are opted in/out, units with new or expiring leases, units that are no longer managed, etc.

- ^A Date the new subscription type takes effect is noted in Red
- ^B Notes the number of units with changes to their subscription type
- ^C The “Future OBP Subscription” column notes the future package type
- ^D Date which the new package type takes effect

Rental Units Tab Continued

Unit Summary Details

The Unit Summary gives you a birds eye view of your OBP Subscriptions.

Total: Total units under management and eligible for OBP. *(Pulled directly from your PM Software)*

Plus/Complete: Number of subscribed units that currently qualify for all OBP Benefits.

Shield: Number of units in OBP Shield. OBP Shield units include Legal and Re-tenanting Expenses ONLY.

Active Advance: Number of Active Rent Advances.

Vacant Subscribed: Vacant units that have not opted out. Vacant Subscribed units are not invoiced.

Unqualified Subscribed: Units that are subscribed but do not currently qualify for OBP protections.

Qualified Unsubscribed: Rental unit qualifies for OBP protections but the owner has opted out.

Vacant Unsubscribed: Vacant units that have opted out.

Unqualified Unsubscribed: Units that do not currently qualify, and have opted out.

New to Portfolio: Units recently added to your Property Management Software.

This Month's Summary		
Total	21	
Plus	5	?
Shield	1	?
Active Advance	0	
Vacant Subscribed	5	?
Unqualified Subscribed	0	?
Qualified Unsubscribed	5	?
Vacant Unsubscribed	5	?
Unqualified Unsubscribed	0	?
New to portfolio	0	

Rental Units Tab Continued

Using the Search and Filter Options

Search for specific units by typing in the **unit address** OR the **property owner's name**.

This month's subscriptions

Units changing next month 4

Subscription period: 10-01-2023 to 10-31-2023

Search unit or owner...

You can also use filters to display units by their **subscription status**, **unit status**, and/or their **Rent Advance Status**. Select multiple filters to identify which subscription types you are looking for.

Subscription Status

Select Filter

Clear Filter

☐ Plus

☐ Shield

☐ Reporting Only

☐ Vacant Subscribed

☐ Unqualified Subscribed

☐ Qualified Unsubscribed

☐ Vacant Unsubscribed

☐ Unqualified Unsubscribed

Unit Status

Select Filter

Clear Filter

☐ New

☐ Vacant

☐ Active Lease

Rent Advance Status

Select Filter

Clear Filter

☐ Active Advance

☐ Offer Sent

☐ Signed

☐ Pending

You can also choose to display **ONLY** the Units Changing Subscriptions on the This Months tab.

Rent Advance Status

Select Filter

Display units changing subscriptions

Export

Subscription

Rent Advance

Export Function

Export your OBP subscription data into a CSV file. Use the filters to export subscriptions based based on the criteria you need. Exports will be delivered to users via email once completed.

Export

Rental Units Tab Continued

OBP Icon Legend

The current status of each units OBP subscription will be displayed on the Rental Units Tab. Below please find a description of each status and what the status means.

OBP Subscription Status - This Monthly Summary



Plus Complete

Rental unit is in **OBP Complete or Plus**. This varies by the package type you elected to offer owners at the portfolio level.



Shield

Rental unit is in **OBP Shield**. These units may not not qualify for Plus or the owner has elected to subscribe into Shield only.



Vacant Subscribed

Rental Unit that is subscribed and is currently vacant.



Unqualified Subscribed

Rental unit that is subscribed and does not qualify for OBP Complete, Plus, or Shield.



Qualified Unsubscribed

Rental unit that is not subscribed but qualifies for either Complete or Plus.



Unqualified Unsubscribed

Rental unit that is not subscribed and does not qualify for OBP Complete or Plus.



Vacant Unsubscribed

Rental Unit that is not subscribed and is vacant.



Shield OFF

Starting on 06-01-2024

Shield OFF

Rental unit no longer qualifies for OBP Shield and a subscription change is required.



Plus

Subscription changing next month

Subscription Changing Next Month

Rental Unit that is not subscribed and is vacant.



Plus OFF

Starting on 06-01-2024

Plus / Complete OFF

Rental unit no longer qualifies for OBP Plus or Complete and a subscription change is required.



Shield

Please manage subscription

Please Manage Subscription

The Please manage subscription icon requires your attention as the unit may no longer qualify for the requested package.

Unit Status

NEW

Unit recently created in PMS

ACTIVE LEASE

Unit with an existing lease

VACANT

Vacant unit

NO LONGER UNDER MANAGEMENT

Unit is no longer managed by PM

Managing Your OBP Subscriptions

The steps below will detail how to subscribe, unsubscribe, or change the specific package one or more rental units are currently subscribed too.


***Rental units currently in an Active Rent Advance status cannot be unsubscribed or put in a different package type. You will need to wait until the end of the Rent Advance term to make changes to that specific unit.*

Subscription Change for a Single Unit

1. Click on the current **OBP Subscription Icon**.

Unit ↑↓	Subscription	Rent Advance
<input type="checkbox"/> demo street 19 Doe 19, John NEW ACTIVE LEASE	 Qualified Unsubscribed	

2. Confirm the unit you are looking to make changes to and click **Next**.



Review units

Please verify the unit(s) you want to update

Unit address: demo street 19

Unit owner: Doe 19, John

CANCEL

Next

Managing Your OBP Subscriptions Continued

3. Update the subscription by selecting the correct package. You can also turn on the **Auto-Upgrade** feature if you wish to automatically upgrade a subscription in the event it does not qualify for the highest tier. Once you have selected the new package, click on **Continue**.

Manage your OBP™ package subscriptions

Changes made on or before the 25th of the month will be reflected on the 1st of the next month. Otherwise, these changes will be reflected for the following month.

Note: A package type shaded grey indicates that a unit is unqualified for that package type at this time

		Requested Package Subscription			
Unit	Status	Plus	Shield	Unsubscribed	Auto Upgrade ⓘ
demo street 19	Unsubscribed	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>

Cancel

Continue

OBP™ Package Details

Plus

What's included:

☒ Up to 2 months of rent protection

☒ Up to \$1,000 in legal and re-tenanting expenses

☒ Access to Rent Advance™

☒ Market and asset level reporting

☒ Real-time legislative alerts on rental housing laws

Shield

What's included:

☒ Up to \$1,000 in legal and re-tenanting expenses

☒ Access to Rent Advance™

☒ Real-time legislative alerts on rental housing laws

Customers offering Plus with Shield can choose to subscribe units to Plus or Shield, or unsubscribe units.

Customers offering Plus only can choose to subscribe units to Plus or unsubscribe units.

Customers offering Complete only can choose to subscribe units to Complete or unsubscribe units.

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Managing Your OBP Subscriptions Continued

4. Confirm the changes you have selected and click **continue**. If you have elected to unsubscribe a unit, you will need to select a **reason from the dropdown** before you can continue.

Confirm your changes

Changes made on or before the 25th of the month will be reflected on the 1st of the next month.
Otherwise, these changes will be reflected for the following month.

Please review and confirm the changes to your subscriptions

Unit	Current Package	Requested Package
demo street 19	Unsubscribed	Plus Auto Upgrade ON

Back

Continue

Confirm your unsubsribes

Changes made on or before the 25th of the month will be reflected on the 1st of the next month.
Otherwise, these changes will be reflected for the following month.

Please review and confirm the changes to your subscriptions

Unit	Current Package	Reason for Unsubscribing
demo street 25	Plus	<div>Unit was incorrectly su... ▾</div> <div>Select...</div> <div>Unit was incorrectly subscribed</div> <div>Subscription no longer needed</div>

Back

Continue

Note: Unsubscribing from a qualified package type does not guarantee that you will be qualified when you want to s... again. Once you unsubscribe, it is possible that the lease will not be qualified for benefit package types.

5. Click **close** to return to the dashboard. If your requested changes were made prior to the 25th of the month, they will take effect the next month. changes made after the 25th will not take effect until the following month.

Subscriptions updated

You will see your subscriptions updated on the 1st of June.
If you need further assistance, please contact us.

Close

Once you have completed the steps above the rental until will appear in the “Units changing next month” tab, and a message below the existing package will appear with the date the change will take effect.

Managing Your OBP Subscriptions Continued

Subscription Change for Multiple Units

1. Select the units you would like to make changes to by **checking the box in the top left corner** of the unit card. Then click **Manage Subscriptions** at the bottom of the page.

This month's subscriptions

Units changing next month 5

Search unit or owner...

Subscription Status
Select Filter

Unit Status
Select Filter

Rent Advance Status
Select Filter

Export

Subscription period: 05-01-2024 to 05-31-2024

Display units changing subscriptions

Unit	Subscription	Rent Advance
<input checked="" type="checkbox"/> demo street 7 Doe 7, John NEW VACANT	Vacant Unsubscribed	
<input checked="" type="checkbox"/> demo street 13 Doe 13, John NEW VACANT	Vacant Subscribed	
<input checked="" type="checkbox"/> demo street 10 Doe 10, John NEW VACANT	Vacant Unsubscribed	
<input type="checkbox"/> demo street 18 Doe 18, John NEW ACTIVE LEASE	Qualified Unsubscribed Subscription changing next month	

You can select a maximum of 20 units to update

Clear all

Manage subscriptions

2. Confirm the units you are looking to make changes to and click **Next**.

Review units

Please verify the unit(s) you want to update

Unit address: demo street 7
Unit owner: Doe 7, John

Unit address: demo street 13
Unit owner: Doe 13, John

Unit address: demo street 10
Unit owner: Doe 10, John

CANCEL

Next

Managing Your OBP Subscriptions Continued

3. Update the package types for each unit selected and click **continue**. You can also turn on the Auto-Upgrade feature if you wish to automatically upgrade a subscription in the event it does not qualify for the highest tier.

Manage your OBP™ package subscriptions

Changes made on or before the 25th of the month will be reflected on the 1st of the next month. Otherwise, these changes will be reflected for the following month.

Note: A package type shaded grey indicates that a unit is unqualified for that package type at this time

Unit	Status	Requested Package Subscription			Auto Upgrade ⓘ
		Plus	Shield	Unsubscribed	
demo street 13	Vacant	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
demo street 10	Unsubscribed	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
demo street 7	Unsubscribed	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

Cancel

Continue

4. Confirm the changes you have selected and click **continue**. If you have elected to unsubscribe a unit, you will need to select a **reason from the dropdown** before you can continue.

Unit	Current Package	Reason for Unsubscribing
demo street 21	Plus	<div>Select...<div>Select...Unit was incorrectly subscribedSubscription no longer needed</div></div>

Note: Unsubscribing from a qualified package type does not guarantee that you will be qualified when you want again. Once you unsubscribe, it is possible that the lease will not be qualified for benefit package types.

Back

Continue

Confirm your changes

Changes made on or before the 25th of the month will be reflected on the 1st of the next month. Otherwise, these changes will be reflected for the following month.

Please review and confirm the changes to your subscriptions

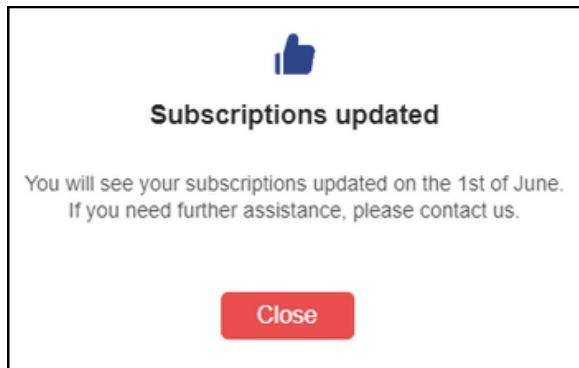
Unit	Current Package	Requested Package
demo street 13	Plus	Unsubscribed
demo street 10	Unsubscribed	Plus
demo street 7	Unsubscribed	Plus

Back

Continue

Managing Your OBP Subscriptions Continued

5. Click **close** to return to the dashboard. If your requested changes were made prior to the 25th of the month, they will take effect the next month. changes made after the 25th will not take effect until the following month.



Once you have completed the steps above the rental until will appear in the “Units changing next month” tab, and a message below the existing package will appear with the date the change will take effect.

Unit Details

You can access the specific unit details by clicking on the Unit Address. The Unit Details page will provide additional information about the specific unit including:

- Owner Name
- Owner Contact Information
- Subscription Status
- Subscribed (yes/no)
- Subscription History
- Lease History
- Owner Details
- Rent Advance Details Specific to Subject Unit
- Loss Report History

You will also use the Unit Details Page when submitting a loss report (Claim) and uploading requested Rent Advance information.

← Back

PM_CLAIMS - demo street 5
Doe 5, John

Unit Details

Subscription History

Owner

Rent Advance

Claims

Unit Address: PM_CLAIMS - demo street 5

Subscribed: Yes

Name: Doe 5, John

Subscription Status: Complete

Owner Phone: 123123123

Owner Email: PM_CLAIMS__owner__5@test.com

Status	Lease Start Date	Lease End Date	Rent Amount
Active	03-12-2023	03-12-2026	\$2,000

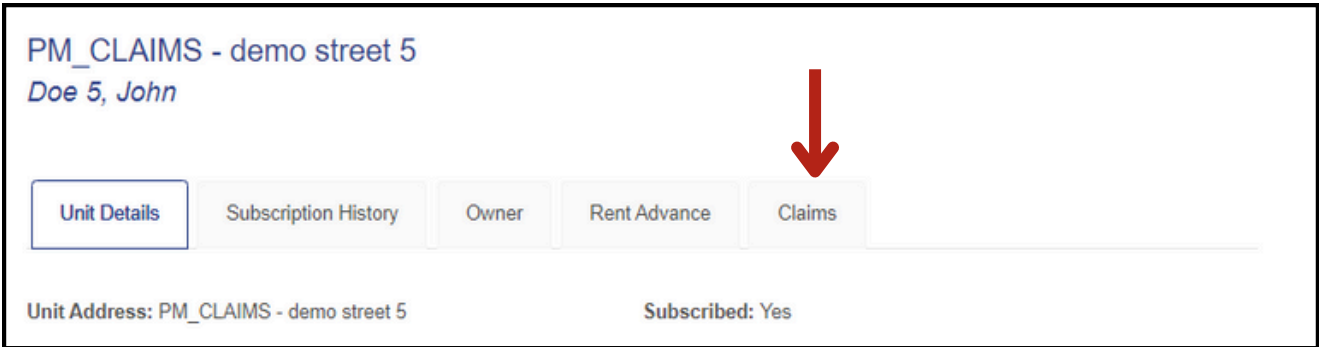
Submitting a Claim

This manual is intended to be a helpful tool for Property Managers filing claims on behalf of Owner Benefit Package LLC when a unit has been subscribed to OBP and Owner Benefit Package LLC has purchased commercial Rent Default Insurance and/or other coverages for that unit. Legal and Re-Tenancing Shield is referred to as Unit Occupancy Service Protection in the Owner Benefit Package Agreement. Please refer to your full Owner Benefit Package Agreement for all details and specifics related to the agreement.

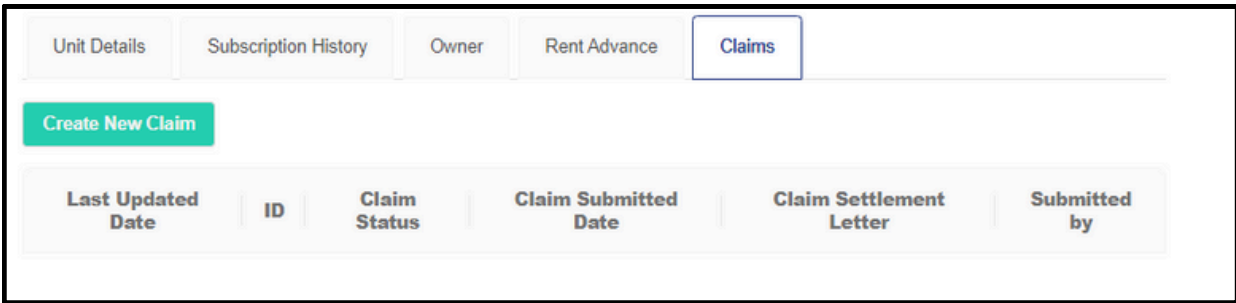
To submit a claim for Rent Protection and/or Legal and Re-Tenancing expenses, click on the Unit Address and go to the Unit Details tab.



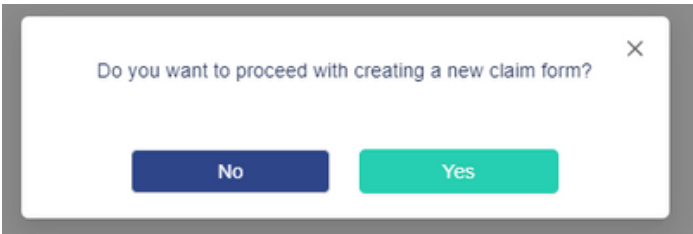
Then click on **Claims**



Next you will click on **Create New Claim**.



To start a Claim, click **Yes** when you receive the below pop-up.



Submitting a Claim Continued

After selecting yes, you will be re-directed to the online claims form. Please review and complete each step prior to submitting the form.

If you have questions related to a claim, please contact claims@steadyinsurance.com

OBP™

My Rental Units

Rental Unit History

Knowledge Hub

PM CLAIMS

PC

LANDLORD RENT DEFAULT INSURANCE CLAIM FORM

Rental Lease(s) Purchased/Assigned to Owner Benefit Package LLC

Owner Benefit Package LLC has an insurable interest in the service provided to landlords/property managers of leases of rental units ("Rental" or "Leases") serviced by the service provided and, as applicable, as assignee of interests in such rentals and monthly rent derived therefrom.

If you have any questions or need any assistance while completing this form please to not hesitate to contact us at claims@steadyinsurance.com

Steady Loss ID: OBP00000283

Status: Draft Started

Date opened: 03-13-2024 17:50

Days left to submit: 59 days

Cancel Claims Draft

Property Manager Contact Information

☐ Not Completed

▼

Lease Information

☐ Not Completed

▼

Tenant's Default Information

☐ Not Completed

▼

Reason for the Claim

☐ Not Completed

▼

Deposit Held

☐ Not Completed

▼

Re-Tenancing Status

☐ Not Completed

▼

Additional Documents

☐ Not Completed

▼

Confirmation

☐ Not Completed

▼

Claim Log

▼

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Owner
Benefit
Package™

Submitting a Claim Continued

Property Manager Contact Information

Please verify the pre-populated information and complete any missing fields. The Claims Adjuster will use the contact information entered here to communicate with you regarding the claim.

Once the information has been entered, please click **Confirm**.

Property Manager Contact Information

☐ Not Completed

The Claim Adjuster will use the contact information below to request any additional information regarding this claim.

Contact First Name:

John

Contact Last Name:

Doe

Phone Number:

(555) 666-9999

Ext:

E-mail Address:

pm_claims@steadyrent.com

Full Mailing Address:

(Street, Unit, City, State, Zip Code)

123 Main Street, Steadyville, NY, 10012

Confirm

Once you have completed all required fields and clicked confirm, the section will update from Not Completed to **Complete**.

Property Manager Contact Information

☒ Complete

Submitting a Claim Continued

Lease Information

Please verify the pre-populated information and complete any missing fields. Once you have completed all required fields, click **Save**.

- **Rental unit under service contract:** Rental unit address
- **Rent checks are payable to:** Name of legal entity payable to
- **Monthly rent amount:** What is the monthly rent amount?
- **Day of the month rent payment is due:** When is rent due?
- **Original lease start date:** When did the lease begin? *(For renewals, enter the lease renewal date)*
- **Original lease expiration date:** When does the existing lease expire?

Lease information

☐ Not Completed

The Claim Adjuster will use the contact information below to request any additional information regarding this claim.

Rental unit under service contract:

PM_CLAIMS - CLAIMS unit street 1 CA Lc

Rent checks are payable to:

false

Monthly rent amount:

Enter dollar amount

Day of the month rent payment is due:

☐ current tenant is on a month to month lease arrangement

Original lease start date:

Select date

Original lease expiration date:

Select date

Save

Submitting a Claim Continued

Tenant's Default Information

Please verify the pre-populated information and complete any missing fields. Once you have completed all required fields, click **Save**.

- **Date of 1st Day of Non-Payment of Monthly Rent:** First date that rent was due and not paid in full. (Includes partial payments)
- **Have you Regained Possession of the Rental Unit Under the Service Contract?:** Yes or no
 - If yes, please provide the date.
- **Has the Lease Expired?:** Yes or no
- **Is there a Judgement Against the Tenant Under the Lease Following a Plenary Action?:** Yes or no
 - If yes, please provide the date.
- **Date when Notice of Default was Posted to the Tenant:** When was the tenant notified that they are in default? If applicable, please upload the notice of default.
- **What Initial Action was Taken?:** Select the option from the dropdown that applies to this claim
- **Date when the Initial Action was Commenced?:** When did the above selection take place?

Tenant's Default Information

Not Completed

Date of 1st day of non-payment of monthly rent:

02-01-2024

Prior to submitting a claim following a tenant's default, you must be able to answer yes to at least one of the questions below:

Have you regained possession of the rental unit under the service contract?

Yes

No

Please share the date of repossession:

03-12-2024

Has the lease expired?

Yes

No

Is there a judgement against the tenant under the lease following a plenary action?

Yes

No

Please share the date of judgement:

03-01-2024

Date when Notice of Default was posted to the tenant (leave blank if not applicable):

02-09-2024

If applicable, provide a copy of the Notice of Default

Upload

What initial action was taken?

Filed for eviction

Date when the initial Action was commenced:

02-15-2024

Save

** Please note that the claim must be submitted within forty-five (45) calendar days of the earliest of these events occurring:*

- *You legally regain possession of the rental unit; or*
 - *The lease expiration; or*
 - *The entry of a judgment against the "tenant" under the "lease" in a plenary action*
- * No later than forty-five (45) calendar days after any tenant's default for which you are reporting a claim, you must commence an initial action; Initial Action means:*
- *Commencement of an eviction proceeding as required by law or a plenary action by service of appropriate process; or*
 - *Commencement of action to regain possession of the rental unit from the tenant, including, without limitation, regaining possession following abandonment.*

Submitting a Claim Continued

Reason for the Claim

Please verify the pre-populated information and complete any missing fields. Once you have completed all required fields, click **Save**.

- **Provide the Reason for the Claim:** Select an option from the dropdown menu

Provide the reason for this claim (select and option below)

Select a reason

Select a reason

Tenant passed away and no one is able to continue paying rent

Tenant has received a court order canceling the lease for reasons other than the landlord's or the property manager's failure to comply with...

Tenant failed to pay rent and is more than 5 days behind on rent payment

Tenant has been called for military duty and had to break the lease

Tenant has voluntarily abandoned the rental unit under service contract without notice and prior to the lease expiration date

Tenant and Property Manager agreed to terminate the lease early following a lease break agreement

- **Upload Supporting Documentation Related to the Selection above:** Depending on your selection, the documents requested for this claim will change.

Reason for the claim

Not Completed

To expedite your claim, make sure to answer all questions and provide all of your supporting documents.

Provide the reason for this claim (select and option below)

Tenant failed to pay rent and is more than 5 days behind on rent payment

Provide a copy of the Notice of Default, the Eviction Notice, and any court filings and judgements with respect to the tenant's default

Additional claim document: any other documentary evidence that a tenant's default has occurred (if applicable)

Upload

Co-signer or guarantor: have you made attempts to collect payments owed to you by the tenant from the co-signer or the guarantor of the lease prior to submitting this claim?

Yes

No

There is no co-signer or guarantor to the lease

Save

Submitting a Claim Continued

Deposit Held

Please verify the pre-populated information and complete any missing fields. Once you have completed all required fields, click **Save**.

- **Enter the Amount of Security Deposit Held:** Enter the Security Deposit Amount
 - If a deposit alternative program exists, enter the coverage amount
- **Have you used the proceeds from the security deposit or security deposit alternative to cover expenses following the tenant's default?** Yes or no
 - If **Yes**, how were the proceeds used? *(Enter \$0.00 if deposit was not applied to any of the following)*
 - **Amount used to cover repair damages**
 - **Amount used to cover legal expenses in connection with the default**
 - **Amount used to cover re-tenanting fees**

**Please upload copies of receipts or invoices as proof these expenses were incurred.*

Deposit held ☐ Not Completed ^

To expedite your claim, make sure to answer all questions and provide all of your supporting documents.

Enter the amount of security deposit held:
(Include the amount of coverage provided by any security deposit alternative program)

Have you used to proceeds from the security deposit or security deposit alternative to cover expenses following the tenant's default?
☒ Yes ☐ No

If Yes, please tell us how these proceeds were used:

Amount used to repair damages caused by defaulting tenant

Amount used to cover legal expenses in connection with the tenant's default

Amount used to cover re-tenanting fees following the tenant's default

If applicable, please provide copies of receipts or invoices as proof that these expenses were incurred. If documentation is not provided, 100% of the security deposit will be considered as a rent credit used to cover nonpayment of rent. In the event that a security deposit is held by a security deposit alternative program, upload a copy of the policy or other appropriate documentation here.

The security deposit must be applied in the following order of priority:

First, to pay for physical damages to the rental unit incurred during the lease period (excluding Normal wear and tear; Normal wear and tear means any cleaning, repair, replacement, or reconditioning of a rental unit, its fixtures, or its furnishings due to a tenant's normal use of the same in their ordinary course, including, without limitation, cleaning carpet, blinds, fixtures, appliances, bathrooms and walls, painting or re-painting walls, repairing nail holes, and other similar activities.)

Second, to the payment of any legal fee incurred in connection with the tenant's default,

Third, to pay for any re-tenanting fees following a tenant's default.

Fourth, any remaining security deposit proceeds would then be applied towards unpaid rent, as a rent credit.

Submitting a Claim Continued

Re-Tenancing Status

Please verify the pre-populated information and complete any missing fields. Once you have completed all required fields, click **Save**.

- **Have you Found a New Tenant to Replace the Defaulting Tenant?**
 - If **Yes**: Upload the NEW Lease Agreement
 - **What is the Start Date of the Newly Re-Tenanted Lease?**
 - **What is the Monthly Rent Amount?**

Re-Tenancing Status

☐ Not Completed

To expedite the claim, make sure to answer all questions and provide all of your supporting documents.

Have you found a new tenant to replace the defaulting tenant?

☒ Yes ☐ No

What is the start date of the newly re-tenanted lease?

Select date

What is the monthly rent amount of the new lease?

Enter dollar amount

Please provide the lease agreement with new tenant information if the rental unit has been re-tenanted.

Upload

Save

- If **No**:
 - **Provide either a Website Link for the Rental Listing or the Reason for NOT being able to Place a New Tenant.**

Re-Tenancing Status

☐ Not Completed

To expedite the claim, make sure to answer all questions and provide all of your supporting documents.

Have you found a new tenant to replace the defaulting tenant?

☐ Yes ☒ No

Provide either a website link for the rental listing advertised online, or the reason for not being able to place a new tenant

Type details here (500 characters limit)

Please provide documentary evidence showing that you are actively trying to re-tenant the rental unit under the service contract. (NOTE: this is required if the unit has not been re-tenanted and no online listing link is provided on this form)

Upload

Save

Submitting a Claim Continued

Additional Documents

Please upload additional documentation related to this claim, then click **Save**. To add multiple documents, click **Save and Add Another Document**.

Additional documentation may include but is not limited to:

- Lease Agreements
- Receipts
- Invoices
- Photographs related to damage repairs
- Evidence of legal fees or re-tenanting fees
- Documents related to claim payments made under a security deposit

Additional documents

☐ Not Completed ^

To expedite your claim, make sure to answer all questions and provide all of your supporting documents.

If applicable, please provide any documentary evidence of damage, legal, or re-tenanting expenses incurred due to the actions of the tenant

Select type of document

Upload

Save and Add Another Document

☐

I UNDERSTAND THAT THIS CLAIM IS SUBJECT TO ALL RULES, DUTIES, TERMS AND CONDITIONS OF [SERVICE PROVIDER]'S POLICY. I UNDERSTAND THAT THE INSURER HAS THE RIGHT TO REQUEST PHYSICAL COPIES OF ALL FORMS AND DOCUMENTS RELATED TO THIS CLAIM. I UNDERSTAND THAT THIS CLAIM IS SUBJECT TO ALL TERMS AND CONDITIONS OF MY AGREEMENT WITH THIS SERVICE PROVIDER.

Save

Submitting a Claim Continued

Confirmation

Please enter your **First Name**, **Last Name**, and your **Title**. Verify the date is correct and type your name once more in the box below.

Please note, the First and Last Name must match the name entered in the signature box.

Once you have completed all required fields, click **Save**.

Confirmation

☐ Not Completed

I REPRESENT AND AFFIRM THAT I AM THE NAMED INSURED OR HAVE THE AUTHORITY TO SUBMIT A CLAIM ON BEHALF OF THE NAMED INSURED AND HAVE THE REQUISITE KNOWLEDGE TO COMPLETE THIS CLAIM. ACCORDINGLY, I REPRESENT THAT THE ANSWERS ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

First Name

PM CLAIMS

Last Name

test

Company Title

Date

03-13-2024

Your name here...

Type your name above

Signature

Save

Submitting a Claim Continued

Submit the Claim

Once all required sections are complete, the claims form should look like the below. If all the information you have entered is correct and all documentation related to the claim has been uploaded, click on **Submit Claim**.

Property Manager Contact Information

Complete

Lease Information

Complete

Tenant's Default Information

Complete

Reason for the Claim

Complete

Deposit Held

Complete

Re-Tenancing Status

Complete

Additional Documents

Complete

Confirmation

Complete

I REPRESENT AND AFFIRM THAT I AM THE NAMED INSURED OR HAVE THE AUTHORITY TO SUBMIT A CLAIM ON BEHALF OF THE NAMED INSURED AND HAVE THE REQUISITE KNOWLEDGE TO COMPLETE THIS CLAIM. ACCORDINGLY, I REPRESENT THAT THE ANSWERS ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

First Name

John

Last Name

Doe

Company Title

Property Manager

Date

03-13-2024

John Doe

Type your name above

John Doe

Signature

Save

Once all steps are marked "Completed", you will be able to continue and also add documents later by returning to the claim.

SUBMIT CLAIM

Success!

Claim with Steady Loss ID OBP00000286 has been successfully submitted. You will receive an email confirmation with a PDF copy of the claim form. Please feel free to check back on the status of the claim through the OBP Dashboard and upload more documentation that you feel may be helpful. Thank you!

Ok

Claim Status

The status of a claim will be displayed on the Claims tab in the Unit Details. Every claim that is initiated will display a status. Below please find a description of each status and what the status means.

Draft Started: User starts populating the claim form, but does not complete it.

Withdrawn Not Submitted: If after 60 days, the user did not Submit the claim, or the user clicked on Cancel Claim Draft, the status will change to Withdrawn Not Submitted

Submitted: User submits completed and signed claim form

Under Review: Claims Adjuster starts their review of the claim, including all supporting documents, submitted by the user.

Withdrawn After Submission: User decides they no longer wish to proceed with the claim after submitting it and before a decision was made by the claims adjuster

Approved: Claims Adjuster makes a decision to APPROVE the claim and sends a claim settlement letter by email as PDF attachment with the payment amount to property manager. The settlement letter will also be available in the OBP Dashboard.

Denied: Claims Adjuster makes a decision to DENY the claim and sends a claim denial letter as PDF attachment by email to the property manager. The denial letter will also be available in the OBP Dashboard.

PM_CLAIMS - demo street 6

Doe 6, John

Unit Details

Subscription History

Owner

Rent Advance

Claims

Create New Claim

Last Updated Date	ID	Claim Status	Claim Submitted Date	Claim Settlement Letter	Submitted by
03/13/2024	OBP00000286	APPROVED	03/13/2024	Download	PM CLAIM

Claim Status Continued

You are also able to view the claims status for multiple submissions by clicking on the Claims tab located on the top navigation bar. Here you will see the status of all claims, both open and closed.

OBP™

[My Rental Units](#)[Rental Unit History](#)[Claims](#)[Knowledge Hub](#)

PM CLAIMS PC

Changes made after 03-25-2024 will not be reflected on your next invoice.

This Month's Summary

Total	7
Complete	5
Reporting Only	1
Active Advance	0

This month's subscriptions

Units changing next month 0

Search unit or owner...

Subscription Status

Unit Status

Rent Advance Status

Select Filter

Select Filter

Select Filter

Export

Subscription period: 03-01-2024 to 03-31-2024

☐ Display units changing subscriptions

Unit	Subscription	Rent Advance
------	--------------	--------------

OBP™

[My Rental Units](#)[Rental Unit History](#)[Claims](#)[Knowledge Hub](#)

PM CLAIMS PC

Search by unit...

Claim Status

Select Filter

☐ Hide closed claims

Unit address	Submitter Name	Steady Loss ID	Date Submitted	Claim Status	Date Last Updated
PM CLAIMS - demo street 6	PM CLAIM	OBP00000328	--	DRAFT STARTED	03/26/2024

Additional Information - Claims

Automated Claim Notifications

Automated emails and reminders will be sent to property managers during various points within the claim cycle. These automated emails include:

30 Day Reminder - Claim Draft Started

15 Day Reminder - Claim Draft Started

Claim Form Submitted

Email Sample: Submission of a claim

To: [PM Contact Name]

From: claims@steadyinsurance.com

Attachment: PDF of completed Initial Claim Form

Subject: Initial Claim under [unit address] has been submitted, [Steady Loss ID]

Dear [PM Contact Name],

We have received the Initial Claim submission for [unit address.] The claims process will now begin and our claims team and claims administrator Gallagher Bassett will work diligently to ensure that this claim is processed efficiently. In case we need more information to process the claim, someone from our claims team will contact you directly.

{Link to Claim}

Thank you for your trust in Steady,

The Team at Steady Insurance Agency

Rent Advance in the OBP Dashboard

The OBP Dashboard provides property managers with more control of the Rent Advance product. Receive updates on which units are getting an offer, who accepted their offer, and what steps need to be taken to fund the advance. With the dashboard, property managers will also be able to resend offers if an owner cannot locate the original email that was sent.

To review the Rent Advance details for a unit that has accepted an offer, you can either click the icon under the Rent Advance column for that unit or you can go to the **Unit Details Tab and Select Rent Advance**.

← Back

123 Main Street

Steady Demo LLC

Unit Details

Owner

Rent Advance

Loss Report

Unit Address: 123 Main Street

Subscribed: Yes

Name: Steady Demo LLC

Subscription Status: Plus

Owner Phone: (123) 456-7890

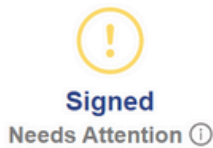
Subscribe to OBP™ Now

Owner Email: steadyrent@steadyrent.com

Click on the **Transaction ID** to view the details of the Rent Advance offer and to download a copy of the agreement signed by the owner.

Unit Details	Owner	Rent Advance	Loss Report	
Signed	Transaction ID	Send Date	Advance Period	Status
	URTTX23043464	04/25/2023	04/30/2023 - 02/29/2024	Signed

Rent Advance in the OBP Dashboard Continued



If we are unable to locate copies of the lease and/or management agreement, they can be uploaded here. You can access the Rent Advance Details by also **clicking on this icon from the Rental Units Tab.**



123 Main Street, Houston, TX

Details

Owner: John Sample

Email: john.sample@prop.com

Signed On: 01/15/2023

Transaction Ends On: 09/30/2023

Advance Amount: \$22,548.26

Monthly Rent: \$2,700.00

PM Advance: \$2,508.26

Duration: 12 Months

Amount to Upfront Rent Holdings, LLC
\$2,250.00

Documents

Transaction Agreement

Owner W9

Lease Agreement

Owner Agreement

Transaction Agreement

Page 1 of 20

UPFRONT RENT TRANSACTION AGREEMENT

In this UPFRONT RENT TRANSACTION AGREEMENT (this "Agreement"), Upfront Rent Holdings LLC, its successors and assigns, with an office at 379 W Broadway, 2nd Floor, New York, NY 10012, ("Purchaser"), hereby contracts with the undersigned in his or her capacity as the proprietor of a business engaged in the leasing of residential real properties (the "Building"), to purchase from Seller the amount of future account receivables generated with respect to Seller's business as listed in the Transaction Statement attached hereto.

1. Definitions.

The following terms used herein shall have the meanings specified below:

1.1 "AAA" has the meaning given in Section 7.01.

1.2 "Activation Period" has the meaning given in Section 7.01.

1.3 "Additional Rent Receivables" has the meaning given in Section 4.1(b).

1.4 "Agreement Effective Date" means the date indicated as the Agreement Effective Date on Transaction Statements issued by Purchaser under this Agreement.

1.5 "Claims" has the meaning given in Section 7.02.

1.6 "Default Obligations" has the meaning given in Section 9.1.

1.7 "Due Diligence" has the meaning given in Section 2.4.

1.8 "Event of Default" means either (a) the breach by Seller of any covenants contained in this Agreement, or (b) any representation or warranty made by the Seller in this Agreement proving to have been incorrect, false, or misleading in any material respect. For the avoidance of doubt, the failure of the Rental Units to generate Rent Receivables shall not constitute an Event of Default.

1.9 "Governmental Authority" means any court, board, agency, department, commission, office or other authority of any nature whatsoever for any governmental unit (federal, state, county, municipal, city, town, special district or otherwise) whether now or hereafter in existence.

1.10 "Governing Law" has the meaning given in Section 9.1.

URL: AIN-430-5-01-01

Requesting a Rent Advance

For owners who are interested in receiving a Rent Advance offer, please follow the steps outlined below.

1. Click on the current **OBP Subscription Icon**.

Unit ↑↓

Subscription

Rent Advance

☐

demo street 19

Doe 19, John

NEW ACTIVE LEASE

Plus

A red arrow pointing from the text "OBP Subscription Icon" to the "Plus" icon in the dashboard.

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Owner
Benefit
Package™

Rent Advance in the OBP Dashboard Continued

2. Confirm the unit you are looking to make changes to and click **Next**.

Review units

Please verify the unit(s) you want to update

Unit address: demo street 19

Unit owner: Doe 19, John

CANCEL

Next

3. Toggle the Request Rent Advance on and click **Continue**.

Manage your OBP™ package subscriptions

Changes made on or before the 25th of the month will be reflected on the 1st of the next month.
Otherwise, these changes will be reflected for the following month.

Note: A package type shaded grey indicates that a unit is unqualified for that package type at this time

		Requested Package Subscription				
Unit	Status	Plus	Shield	Unsubscribed	Auto Upgrade ⓘ	Request Rent Advance™ ⓘ
demo street 19	Plus ON	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cancel

Continue

Manage your OBP™ package subscriptions

Changes made on or before the 25th of the month will be reflected on the 1st of the next month.
Otherwise, these changes will be reflected for the following month.

Note: A package type shaded grey indicates that a unit is unqualified for that package type at this time

		Requested Package Subscription				
Unit	Status	Plus	Shield	Unsubscribed	Auto Upgrade ⓘ	Request Rent Advance™ ⓘ
demo street 19	Plus ON	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Cancel

Continue

Rent Advance in the OBP Dashboard Continued

4. Review and confirm your changes are correct and click **Continue**.

Confirm your changes

Changes made on or before the 25th of the month will be reflected on the 1st of the next month.
Otherwise, these changes will be reflected for the following month.

Please review and confirm the changes to your subscriptions

Units	Current subscription	Requested package
demo street 19	Plus	Rent Advance™ Requested

Cancel

Continue

Subscriptions updated

You will see your subscriptions updated on the 1st of July.
If you need further assistance, please contact us.

Close

****Please Note:** If the toggle is not available, the unit does not qualify for a Rent Advance. Please check the qualification criteria in your OBP FAQ to see why the unit may not qualify. If you believe the unit should qualify based on the criteria provided, please contact your Steady representative.

Rental Unit History Tab

The Rental Unit History section was created to assist users with subscription and invoice auditing. This feature allows users to see the subscription statuses of the selected month and also indicate if that subscription status was a change from the prior month.

Subscription History

2023

October

September

Search unit or owner...

Subscription Status
Select Filter

Unit Status
Select Filter

☐ Display Units With Subscription Changes

Export

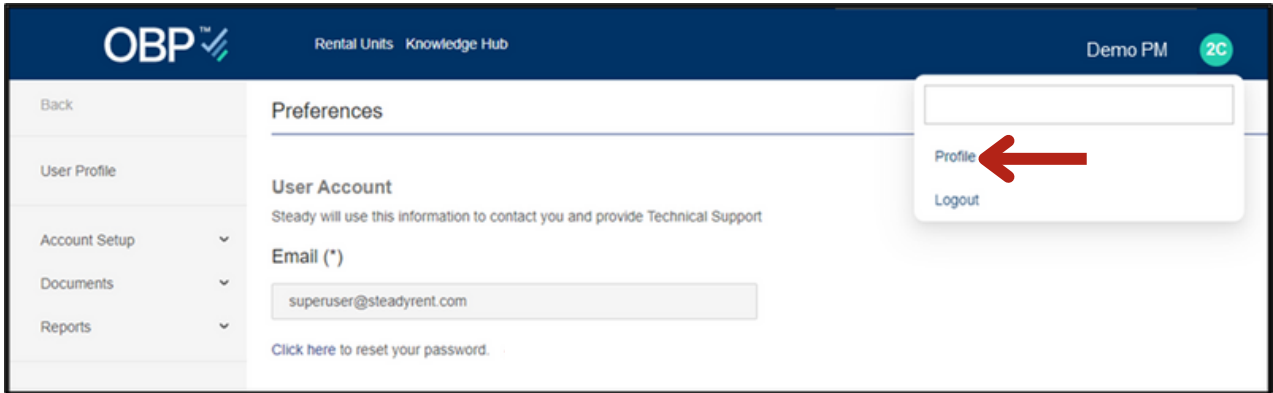
Unit Address	Owner Name	OBP Subscription	Subscription Changed
10030 Salina Street 1	Lak Ramakrishnan	Plus	✓
10328 Windley Key Terrace 1	Peter Burgess	Plus	✓
1096 Woodshire Lane - C212 212	Adam Carter	Plus	✓
1150 Wildwood Lakes Blvd 201	Sharon Seefeld	Vacant Subscribed	
1170 Saint Clair Shores Road 1	Dan MacDonald	Plus	✓
119 Bristol Ln 119	Mark and Holly Caskey	Plus	✓
12908 New Market Street - 201 201	Susan Grant	Vacant Subscribed	

Features:

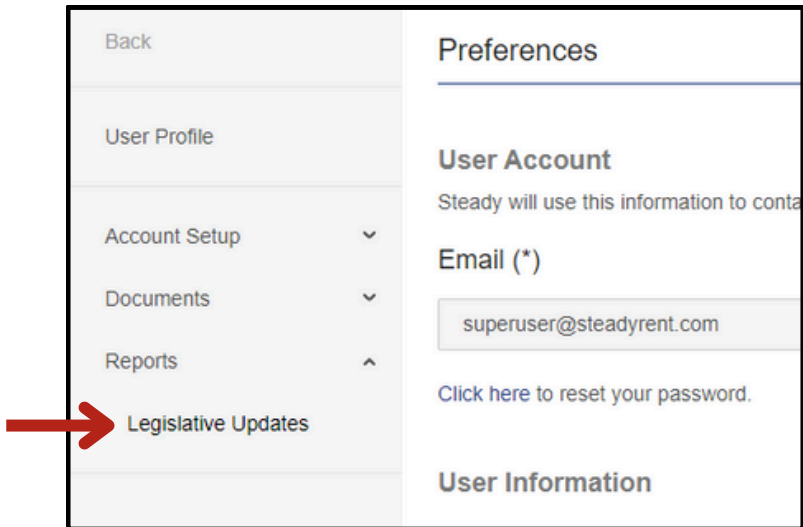
- Compare current subscriptions with records from previous months
- Filter by subscription status and/or unit status
- Search for specific units to see if there was a change from previous months
- ONLY display units with subscription changes from the previous month
- Export a CSV for reporting and auditing purposes

Scheduling Legislative Alerts

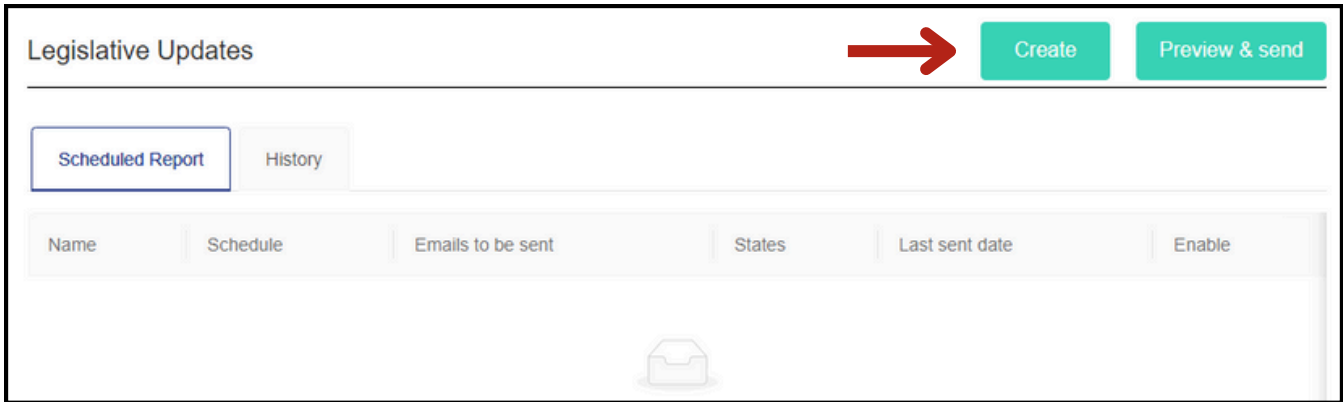
1. Click on menu button and select **Profile**.



2. Once in the User Profile, click on **Reports**, then click on **Legislative Updates**.



3. Now click **Create**.



Scheduling Legislative Alerts Continued

4. Create a **Name for the report**, then click **the dropdown and select the state(s)** you would like owners to receive alerts from, **choose your frequency**, and **click Send**. This will save and schedule alerts on an ongoing basis.

Create Scheduled Report

Name

Legislative Alerts

Choose legislatives States

California x

Set Schedule

☒ Every Wednesday

☐ First Wednesday of every Month

☐ Biweekly

Cancel

Schedule

Legislative Updates

CreatePreview & send

Scheduled ReportHistory

Name	Schedule	Emails to be sent	States	Last sent date	Enable
Legislative Alerts	WEEKLY	94	Texas		<input checked="" type="checkbox"/>

<

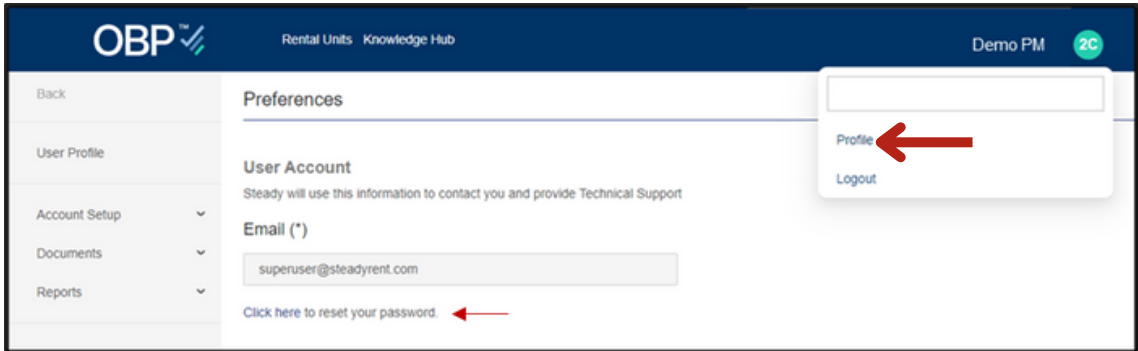
1

>

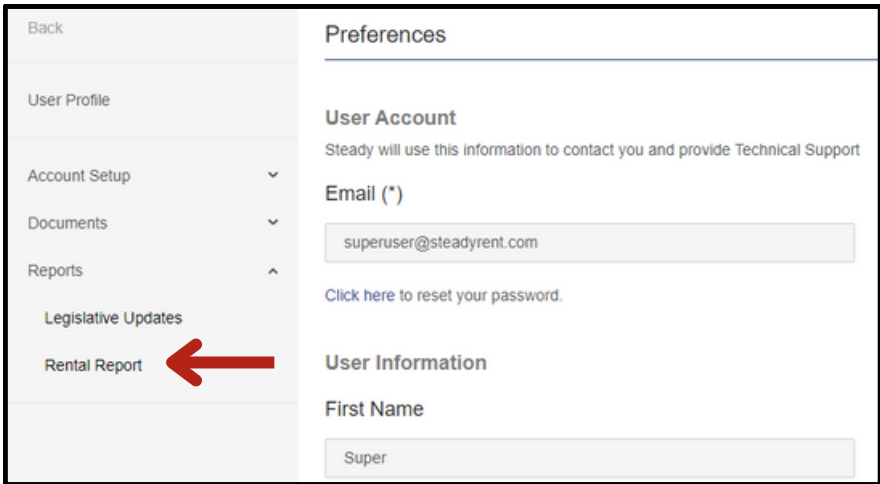
For property managers operating in multiple states, you can schedule alerts per state for groups of owners who have properties in each individual state.

Generating a OBP Rental Report

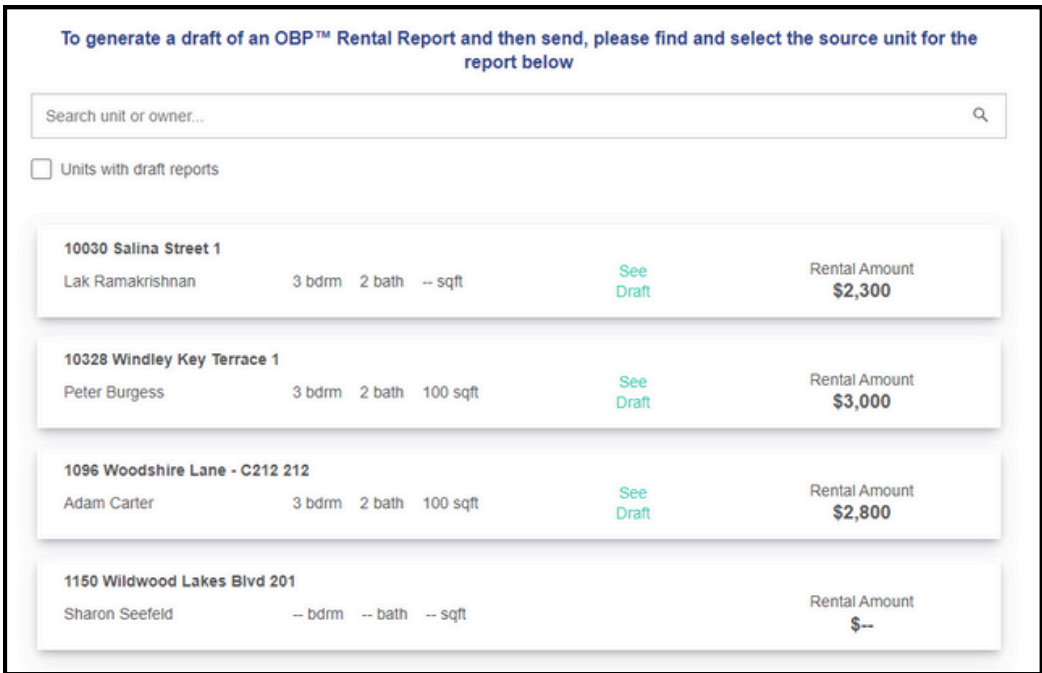
1. Click on menu button and select **Profile**.



2. Once in the User Profile, click on **Reports**, then click on **Rental Report**.



3. From here you will search for the unit you would like to create a report for.



Generating a OBP Rental Report Continued

4. Click on the unit once you are ready to generate the report.

Please note: Some units may be missing the bed/bath count and/or square footage. If this information is missing, you will need to enter the information before continuing.

Unit details required. Please add the details for this unit to proceed.

Number of Bedrooms

1

2

3

4

5

Number of Bathrooms

1

2

3

4

5

Square Feet

Cancel

Submit

5. You will have 3 attempts per subscribed unit per month. To proceed with generating a comps report, please select the **distance from the subject unit**, **type of unit**, and the **number of months on market** you would like to search for. Then **click Create Draft**.

← Back

119 Bristol Ln 119

Mark and Holly Caskey

3 bdrm 3 bath 1500 sqft

Rent Amount: \$1777

Lease end date: 07/30/2027

Miles from source unit

1

Number of Bedrooms

1

2

3

4

5

Number of Bathrooms

1

2

3

4

5

Type of Unit

House

▼

Months on market

6

▼

Create Draft

attempts: 3

To generate a draft of your OBP™ Rental Report, use the filters to find comparables for your source unit.

We currently have 3 remaining attempts this month to generate an OBP™ Rental Report of comparable units.

Recent Drafts

Date	Filters	Type of unit	Days remaining	Status
<div><div></div><div>No data</div></div>				

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Owner
Benefit
Package

Generating a OBP Rental Report Continued

6. Once you click Create Draft, the report will start to process. This typically takes about 20-30 seconds. You will need to refresh the webpage to see the completed report.

To generate a draft of your OBP™ Rental Report, use the filters to find comparables for your source unit.

We currently have 2 remaining attempts this month to generate an OBP™ Rental Report of comparable units.

Recent Drafts

Date	Filters			Type of unit	Days remaining	Status
10-24-2023	3bd	3bth	1mi	house	30	In Progress

7. Refresh the webpage and you should be able to click on “**See Draft**”.

To generate a draft of your OBP™ Rental Report, use the filters to find comparables for your source unit.

We currently have 2 remaining attempts this month to generate an OBP™ Rental Report of comparable units.

Recent Drafts

Date	Filters			Type of unit	Days remaining	Status
10-24-2023	3bd	3bth	1mi	house	30	See Draft

Generating a OBP Rental Report Continued

8. Review the draft of the comps report and remove units any units that are not comparable to the subject unit. Then **click Send Draft**. At this point a copy of the report will be emailed to the owner. You will also receive a copy.

15484 Wildflower Circle - 1 1

Mikhail Berik

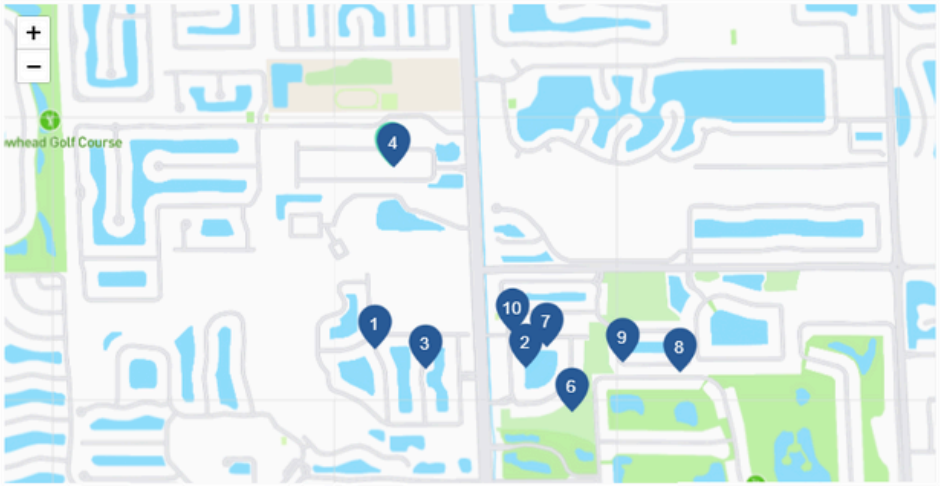
3 bdrm 3 bath 1500 sqft

Rent Amount: \$2900

Lease end date: 08/30/2024


Go Back

Send Draft



Please select the comparable units that you want to include on the OBP™ Rental Report.

☒



\$2500.00/MO


ON MARKET SINCE
07/06/2023

3BD | 2BA | --SF

15513 Summit Place Cir
Naples, FL 34119

DISTANCE
0.441m

☒



\$5525.00/MO


ON MARKET SINCE
08/03/2023

3BD | 2BA | 1700.0SF

14759 Kingfisher Loop
Naples, FL 34120

DISTANCE
0.583m

☒



\$2700.00/MO

ON MARKET SINCE
10/13/2023

3BD | 2BA | 2276.0SF

14767 Pinnacle Pl
Naples, FL 34119

DISTANCE
0.496m

\$2500.00/MO

The report is being generated and will be sent to the owner's email.

Continue

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Owner
Benefit
Package

Generating a OBP Rental Report Continued

9. Once the report is emailed, you will have access to a PDF version that is stored in the dashboard for 30 days.

To generate a draft of your OBP™ Rental Report, use the filters to find comparables for your source unit.

We currently have 2 remaining attempts this month to generate an OBP™ Rental Report of comparable units.

Recent Drafts

Date	Filters	Type of unit	Days remaining	Status
10-24-2023	3bd 3bth 1mi	house	30	Download Pdf

Your Logo Here

15484 Wildflower Circle - 1

Naples, FL 34119

CURRENT LEASE DETAILS

MONTHLY RENT LEASE ENDS

\$2,900.00 / mo 08-31-2024

PROPERTY DETAILS

3.0 BD | 3.0 BA | 1,500.0 SF

Comparables Map

PAGE 1

icon

10-24-2023

Comparables List

\$2,700.00 / mo

3 BD | 2 BA | 2,276.0 SF

14767 Pinnacle Pl
Naples, FL

[See more listing details](#)

ON MARKET SINCE
10-13-2023

DISTANCE
0.496 m

\$2,895.00 / mo

3 BD | 2 BA | 1,680.0 SF

15488 Wildflower Cir
Naples, FL

[See more listing details](#)

ON MARKET SINCE
08-01-2023

DISTANCE
0.004 m

\$2,500.00 / mo

3 BD | 2 BA | None SF

15513 Summit Place Cir
Naples, FL

[See more listing details](#)

ON MARKET SINCE
07-06-2023

DISTANCE
0.441 m

\$2,900.00 / mo

4 BD | 2 BA | 2,700.0 SF

7452 Bristol Cir
Naples, FL

[See more listing details](#)

ON MARKET SINCE
09-11-2023

DISTANCE
0.496 m

\$3,600.00 / mo

4 BD | 3 BA | 2,243.0 SF

14831 Loggerhead Dr
Naples, FL

[See more listing details](#)

ON MARKET SINCE
05-29-2023

DISTANCE
0.574 m

PAGE 2

Your Logo Here

10-24-2023

Account Grouping and User Administration

Account Grouping

As our growing customer base need to better organize large portfolios, we have invested in enterprise account and user administration, which give our PM customers the flexibility to group their accounts (i.e. PM software logins) by geography or cost center.

Please contact your Steady representative if you would like to inquire about creating groups within your OBP Dashboard.

User Administration

In addition to Account Grouping, our PM customers can also set up the user types for all team members on the OBP™ Dashboard:

- Super Admin:** Access to all accounts and ability to create all user types.
- Group Admin:** Access to account groups they have been assigned to and ability to create Account Users.
- Account User:** Can only access the accounts they were assigned to.

Back

User Profile

Account Setup

Company Profile

Program Setup

Users & Groups

User Management

Pm Account Groups

Documents

Reports

Groups

Group - South Region

Southwest Management

Southeast Management

Group - North Region

Northwest Management

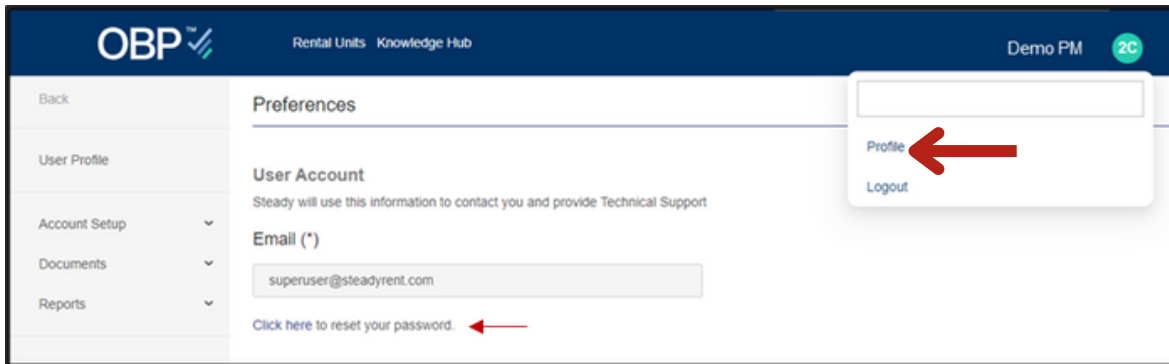
Northeast Management

User Access & Permissions

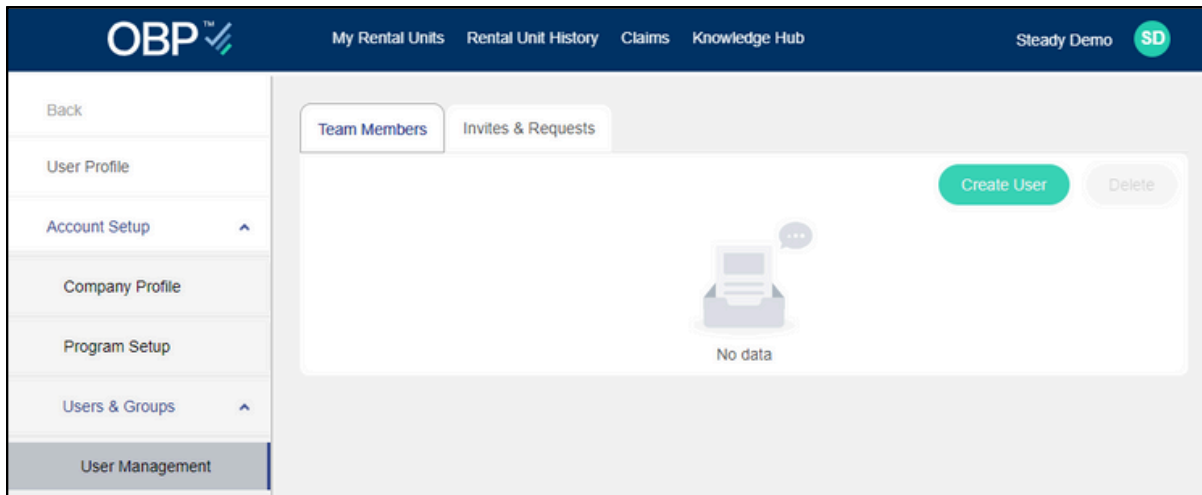
Name	User Type	Group and Account Access
demo1@steadyrent.com	SUPER ADMIN	Show Details
demo2@steadyrent.com	GROUP ADMIN	Show Details
demo3@steadyrent.com	ACCOUNT USER	Show Details

Creating New Users

1. Click on menu button and select **Profile**.



2. Click on **Account Set Up** and select **Users and Groups**. Then Click **User Management**.



3. Click on **Create User** and complete the requested information. Please enter the users **First Name**, **Last Name**, **Email Address** and select the **User Type** from the dropdown menu. Then click **Confirm**. The new user will receive an email invite to access the dashboard.

Create User

First Name:

Last Name:

John

Doe

E-mail Address:

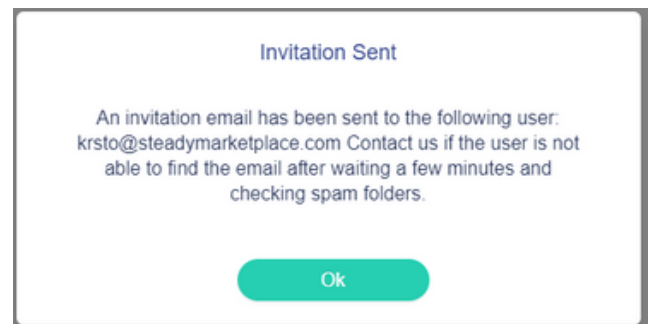
krsto@steadymarketplace.com

Select a user Type

Super Admin

Cancel

Confirm



Creating New Users Continued

Once the invite is sent you will be able to monitor and/or resend the invitation to the user from the Invite and Requests Tab.

Team Members			
Invites & Requests			
Name	User Type	Resend Invitation	Cancel Invitation
Tester Test info@steadyrent.com	ACCOUNT USER	➤	⊗
John Doe krsto@steadymarketplace.com	SUPER ADMIN	➤	⊗

4. Invited users will receive an email to accept the invitation. Click the **Accept Invitation** link to activate access to the OBP Dashboard. Once activated, users can click Log in and they will be asked to enter their username and email.

Owner
Benefit
Package™

Hello John Doe!

You have been invited to join your Management company's OBP Dashboard. Please click the button below to accept your invitation.

User: krsto@steadymarketplace.com
Password: huMzAdS9ku

Accept Invitation

Copyright © Steady Technologies, Inc. 2024. All rights reserved.

You are now able to access the OBP Dashboard.

Log in

Steady Admin

admin.steadyrent.com/signin/

Click to go forward, hold to see history

OBP™
Powered By Steady

Email

Password

Forgot Your Password ?

Sign In

Company Profile

Access the Company Profile section in the dashboard to update company details, logos, and more.

You can access the Company Profile by clicking the **Menu button** and selecting **Profile**.

Back

User Profile

Account Setup

Company Profile

Program Setup

Users & Groups

Documents

Reports

Company Profile

Legal Information

Company Legal Name

PM Demo

Contact Information

Steady will use this information to contact you and provide Technical Support

First Name

Steady

Last Name

Rent

Phone Number

1 (234) 567-8998

Mailing Address

Steady will use this information to contact you and provide Technical Support

Street Address

123 Main Street

State

Florida, FL

City

Pinellas Park

Zip Code (*)

33781

Legal Information

Steady will use this information to automatically create Legal Contracts for Rent Advances.

Save

Back

User Profile

Account Setup

Company Profile

Program Setup

Users & Groups

Documents

Contracts

Reports

Legislative Updates

Rental Report

Account Setup

Legislative Alerts Email

Steady will use the email addresses you add here to send the legislative alerts you want to receive.

Add Email

Marketing Email

This is the email that Steady will use to send Rent Advance Offers to your Owners that Qualify

Add Email

jesus@steadyrent.com Delete

Management Fee

0

Logo

Choose a logo or drag it here

The dimension must be max width 420px and max height 260px

Only JPG or PNG

Steady Rentals Company.png

Color

#A41618

Secondary Color

#5F5F5F

Save

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User Profile

Account Setup

Company Profile

Program Setup

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Documents

Contracts

Flyers

Reports

Contracts

My OBP Agreement

My Rent Advance Servicing Agreement

My Tenant Screening Criteria

My W9



THANK YOU!!

For additional questions please contact us
at support@steadyrent.com