



sandalwood

WALK IN TRAFFIC

What to do if someone walks in and wants to apply

1

THE PROSPECT WALKS IN & WANTS TO APPLY

Make sure to explain how the overall application process works for an affordable community

2

FOLLOW-UP QUESTIONS

Ask the prospect the following questions

- When are you looking to move?
- What size apartment are you looking for?

3

REVIEW YOUR WAITLIST

Check the number of people on your waitlist for each bedroom type.

i.e 1 bedroom , 2 bedroom , 3 bedrooms

4

COMPARE WAITLIST & AVAILIBILTY

If the number of waitlist applicants is less than the apartments available you can manually add the prospect to a move in application in site manager.

Example: If you have ten 1 bedroom apartments available but only six 1 bedroom waitlist applicants, you can manually add the prospect to apply for a the move in application

5

KEEP WOKING YOUR WAITLIST

You will still need to work on your waitlist and make sure the prospect is aware it may be a few weeks before they are able to move in