

ADS Registration

A record of your action is created every time you add/modify a client, register/check availability, send a list of apartment Favorites, or record your client's move-in. These records form the ADS Registration Report that documents the relationship history between you and your client as well as the apartment referrals you make.

It is highly recommended that you have proper ADS Registration for all clients and referrals. ADS Registration is available to all Apartments; however, an apartment's use of the report is voluntary and does not guarantee payment of an invoice. Seeing your relationship history with the client helps the apartment process your invoice with confidence. Some apartments may still require agents to escort or register their clients via phone, email or third party services. If so, ADS Registration alone may not satisfy this requirement.

Follow the steps below to assure proper ADS Registration.

- 1. Add a Client** - Adding a new client registers the beginning of the relationship with your client and is the first step you should take before making any apartment referrals.
- 2. Create & Register Apartment List** - From a client record, create a list of apartment Favorites. Then Email or Print the list, or simply click the Register button. Any of these actions will create an ADS Registration for your referrals. **Warning:** when making verbal referrals, make sure to complete this step before the client visits the apartment to assure proper ADS Registration.
- 3. Record Move-In** - From the Client Menu, record your client's move-in by clicking the **EDIT CONTACT / MOVE IN** button. Make sure the client's name is spelled exactly as it will be on the invoice, then scroll down and enter the Move-in information and submit.
- 4. Review ADS Registration** - After recording the Move-in, click the **myADSRegistrations** button on the Client Menu and review the report. The report shows the history of your relationship with the client (from the beginning to move-in), and specific referrals you made to the apartment. Upon receipt of your invoice, the apartment will be able to access the same report - which helps them to pay your invoice with confidence. *(See sample report on next page).*
 - **You can use any invoicing program to create and send invoices!**
 - **Apartments access ADS Registration using the agent & client names on your invoice.**

Sample Report

09/20/2016

ADS Registration Report

Record of Locator Agent/Client Relationship

Powered by:
Apartment Data Services, LLC

Client (Renter)
Frankie Jones

Locator Agent
Janet Gilbert
License#: 000000 (TX)

Apartment
Camden Post Oak

1200 Post Oak Blvd, Houston, TX 77056
713/622-8080 ADS#:4176A

A	Client Added	09/20/2016 02:10 PM
B	Client Referred Camden Post Oak	09/20/2016 02:12 PM

This report is provided by Apartment Data Services as an independent third party. It is based on the recorded actions between the Locator Agent and Client. Usage of this report is voluntary and does not, in any way, create an obligation between the Apartment and the Locator Agent. For more information call Apartment Data Services at 800/595-8730

Date/Time	Apartment Referral	Client Name/Email	Action
A 09/20/2016 02:10 PM		Frankie Jones frankiejones@ggent.com	•Added Client to system •Added email address for Client
B 09/20/2016 02:12 PM	YES	Frankie Jones frankiejones@ggent.com	•Responded to Client request •Referred Client to Apartment
09/20/2016 02:14 PM	YES	Frankie Jones frankiejones@ggent.com	•Recorded Client move-in at Apartment

