



QUICK TEMPLATE

Case Study

Tenant Communication

Purpose Built Software: \$600 / yr

QuickTemplate: \$5 / yr



Sara

Overview

Sara owns 5 rental units spread out across her area. Each city has some unique rules and regulations she must follow when communicating with her tenants.

Problem

Sara must notify tenants of her intent to enter their apartments 48 hrs prior to entering. She must make several notifications of late payment should she want to evict someone. In one city she has 3 days to respond to a maintenance request from a tenant. She can use email or text but these options leave no auditable trail of communication and can lead to confusion and conflict.

QuickTemplate Solution

Using Entry Notification, Late Payment Notice and Maintenance Request templates along with QuickTemplate's built in E-Sign capabilities Sara can efficiently communicate important details with her tenants. A permanent record of the communications are created automatically and can be referenced should a dispute arise.

Tenant Communication Templates



Sara can use the Entry Notification and Late Payment Notice templates to communicate important information to her tenants remotely. The tenant can use the Maintenance Request Template to notify Sara of the need to repair something. In both cases the templates are sent using QuickTemplates built-in E-Sign capability.

Auditable Communication Trail



Communication Sent



Communication Accepted



Reply Sent