



TENANT PORTAL INSTRUCTIONS

The Siesta Coast Realty Tenant Portal is a convenient method for residents to access their accounts, make payments, request maintenance, access lease documents, and renew their leases. Access to the tenant portal is available via the www.siestacoastrealty.com "property rental" page.

New tenants will be sent an invitation from the Siesta Coast Realty management system with a login name and temporary password.

Tenants should navigate to the Property Rental page and select the Tenant Portal login.

Once the login name and password have been entered, tenants will be redirected to a secure tenant page.

Once logged in, tenants will have access to two tabs: payments and messages.

PAYMENTS

Within the payments tab, users will be able to view transaction history including past payments made. In addition, a button to allow tenants to make a payment will be selectable.

MAKE A PAYMENT

Within this tab, users will be guided through making rent payments utilizing credit card payments.

****NOTE**** a Service fee will be assessed for credit card payments

MESSAGES

The messages tab allows users to submit maintenance requests. Maintenance requests should include a concise subject regarding the problem, and a description within the message describing the problems experienced. An "add attachments" button allows uploading of pictures necessary to support the problem description. If used, please upload only the minimum number of pictures required to describe the problem.

Once submitted, the message will be posted within our system, and a staff member will respond accordingly to process the work order request and schedule maintenance.

DOCUMENTS

At the top right of the tenant portal a document section will be available that include lease renewal information, etc. These available forms may change based upon lease and lease term.