Application Template Builder Guidelines

Rev July 2025

This document outlines the Application Template guidelines that should be followed for a successful Rentvine integration.

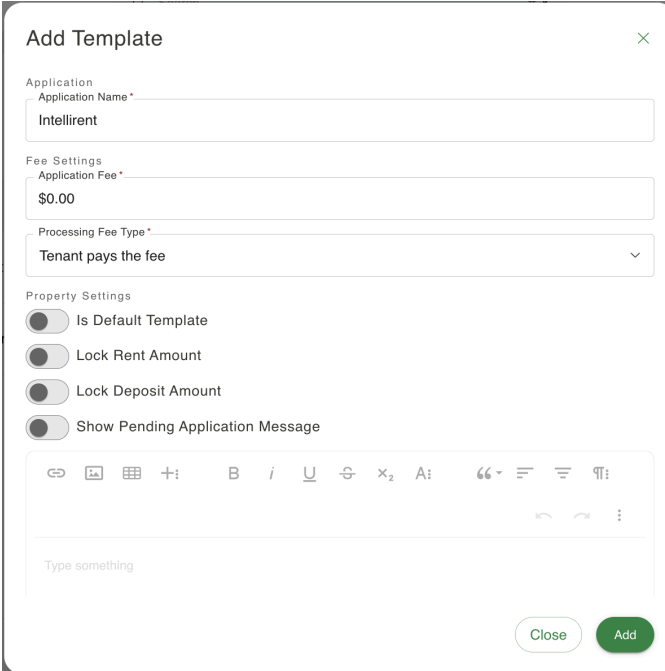Learn How to get started on creating a New Application Template in Rentvine.

In your Rentvine Settings: Application Template: Click the + New Template button.

Add Template

Enter the following information in the respective fields:

Field	Value
Application Name	Intellirent
Application Fee	0.00
Processing Fee Type	Tenant pays the fee

NOTE: The Processing Fee Type can be managed in your Intellirent Payment settings and updated in the template accordingly. By default, the potential renter will pay the Intellirent application fee.

Click the Add button to save. You will land on the Rentvine Application Builder.

Application Builder

Only fields that can be matched with the Intellirent application should be active in Rentvine. When starting in Rentvine, some sections and fields will be active by default.

Use the following guidelines to match the Rentvine application template with your default Intellirent application fields. If a Section or Field is not listed below, that item does not need to be updated.

Required

Required will always be OFF/NO. On the Intellirent application, all questions are required, however, possible answers may not be accepted by Rentvine. Due to this constraint, newly active field settings will not be required.

Lease Info

Section Settings: Active (Default)

Field Settings	Active	Required	Label
Agent	YES	NO	*No change*

Personal Info

Section Settings: Active (Default)

Field Settings	Active	Required	Label
I Am The...	YES	NO	*No change*
Passport #	YES	NO	*No change*
Student #	YES	NO	State ID
Drivers License #	YES	NO	*No change*
License State	YES	NO	*No change*
How were you referred to us?	YES	NO	*No change*

First Name *   Middle Name   Last Name *

I Am The...

Marital Status   Maiden Name

Height   Weight   Eye Color   Hair Color

Home Phone   Work Phone   Cell Phone

Email *

Date of Birth *

SSN / ITIN *

Citizenship   Birth Place

Passport #   State ID #

Drivers License #   License State

How were you referred to us?

Emergency Contacts

Section Settings: Active

Field Settings	Active	Required	Label
Full Address	YES	NO	*No change*

Contact Name *		Relationship
Full Address		
Phone	Phone	Email
Custom 1	Custom 2	Custom 3

Vehicles

Section Settings: Active (Default)

Field Settings	Active	Required	Label
Year Built	NO	—	
Plate #	YES	NO	*No change*
Plate State	YES	NO	*No change*
Custom 1	YES	NO	Type

Make *	Model *
Year Built	Color
Plate #	Plate State
Monthly Payment	
Insurance Carrier	

Type	Custom 2	Custom 3

Occupants

Section Settings: Active (Default)

Field Settings	Active	Required	Label
Custom 1	YES	NO	Adult or Minor

Name *	Date of Birth	Relationship
Adult or Minor	Custom 2	Custom 3

Animals

Section Settings: Active (Default)

Field Settings	Active	Required	Label
Color	NO	—	
Declawed?	NO	—	
Has shots?	NO	—	
Has Bite History?	NO	—	
If Animal has bute history...	NO	—	
Custom 1	YES	NO	Indoor or Outdoor Animal?
Custom 2	YES	NO	How long have you owned the Animal?

Animal Name *		Type / Breed *	
Age (years)	Weight (lbs)		House Trained?
Color	Gender		
Declawed?	Has Shots?		Spayed/Neutered?
Assistance Animal?		License Number	
Has Bite History?		If Animal has bite history, please explain	
Indoor or Outdoor?	How long have you owned the animal?	Custom 3	

Current Address

Section Settings: Active (Default)

Field Settings	Active	Required	Label
Rent/Own	YES	NO	*No change*
Monthly Payment	YES	NO	*No change*
Move In Date	YES	NO	*No change*
Manager Name	YES	NO	*No change*
Manager Phone	YES	NO	*No change*
Manager Email	YES	NO	*No change*
Reason for Leaving	YES	NO	*No change*

Address *		Unit/Apt #
City *	State *	Postal Code *
Country *		
Rent / Own		Monthly Payment
Move In Date		
Manager Name	Manager Phone	Manager Email
Reason for Leaving		

Address History

Section Settings: Active

Field Settings	Active	Required	Label
Rent/Own	YES	NO	*No change*
Monthly Payment	YES	NO	*No change*
Move In Date	YES	NO	*No change*
Manager Name	YES	NO	*No change*
Manager Phone	YES	NO	*No change*
Manager Email	YES	NO	*No change*

Address *		Unit/Apt #
City *	State *	Postal Code
Country *		
Rent / Own		Monthly Payment
Move In Date		Move Out Date
Manager Name	Manager Phone	Manager Email
Reason for Leaving		
Manager Type		

Employment History

Section Settings: Active (Default)

Field Settings	Active	Required	Label
Supervisor Name	YES	NO	*No change*
Supervisor Phone	YES	NO	*No change*
Supervisor Email	YES	NO	*No change*

Is This Your Current Employer? *

Employer Name *

Employer Phone

Employer Address

Supervisor Name

Supervisor Title

Supervisor Phone

Supervisor Email

Position / Job Description

Monthly Salary *

Start Date

End Date

Other Sources of Income

Section Settings: Active

Other Sources of Income

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Type something

Words : 0

Income Source *

Monthly Amount *

Phone #

Section Settings: **Other Sources of Income**

Active

Minimum Required

0

Income Verification Documents

Section Settings: Active

Income Verification Documents

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Type something

Words : 0

Identity Verification

Section Settings: **Income Verification Documents**

Active

Minimum Required

0

Identity Verification Documents

Section Settings: Active

Identity Verification Documents

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Type something

Words : 0

Financial Details

Section Settings: **Identity Verification Documents**

Active

Minimum Required

0

Questions

Section Settings: Active

Click the Add Question button for each of the following 3 questions.

Field Settings: Questions>>	Question
	Have you (or any person you have named on this application) ever filed for, or currently involved in a bankruptcy, been foreclosed on, or been a defendant in a civil suit?
	Have you (or any person you have named on this application) ever been evicted from a tenancy or left owing money?
	Do you or any of the members of your household have pending criminal charges, or ever been convicted of, plead guilty or no contest to, any criminal offense(s) or had any criminal offense(s) other than traffic infractions that were disposed of other than by acquittal or a finding of 'not guilty'?

NOTE: The Questions are provided to help quickly get you started with the integration. If you have different question needs, please contact your Intellirent representative. Requested changes will be considered but may take time.
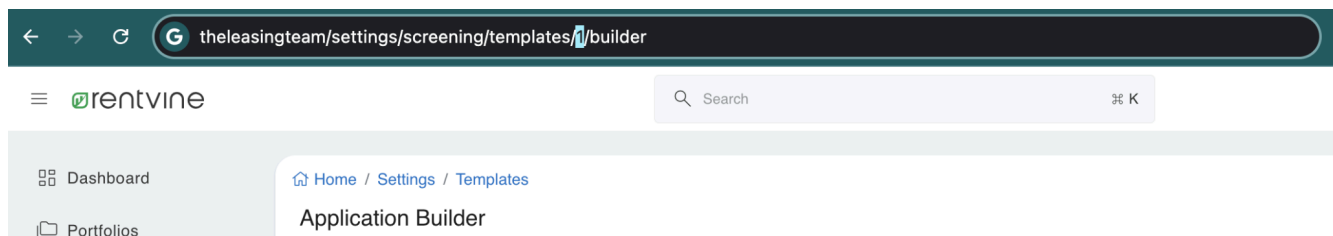
Click the Save & Continue button to save all Builder changes.

Template ID

Once the "Intellirent" Application Template is saved, navigate back to the template Builder. Click "Builder" from the vertical ellipsis (…)

The Application Template ID can be found in the URL.
(e.g. `theleasingteam/settings/screening/templates/1/builder` where **1** = Template ID)

Paste the template ID in the Intellirent integration request form. Learn more