

FLAGSHIP

REALTY GROUP



TENANT MOVE-IN INSPECTION

ZTENANT PORTAL

1 HOW DO I COMPLETE MY MOVE IN INSPECTION?

- First off, you will receive an invite from Flagship Realty Group via zTenant.
- Once you receive the email, download the zTenant app and use the credentials provided in the email to log in.
- After you login, click on the Move-In inspection button. Then select your property, and click on Move-In. If multiple tenants are present, you may add their names as well. Then, press Continue. You will now see many areas of the property. If you click on the arrow to the left of the Area name, you will see different Details associated with that Area.
- Each detail of the area, shows a bar containing an N, an S, a D, and a “!” icon.
 - N stands for new
 - S stands for satisfactory
 - D stands for damaged
 - ! stands for action needed
- If, for example, the Area looks primarily acceptable, tap the “ALL” about the S to mark everything Satisfactory. You can then separately change just the relevant items to D for Damaged. Or, if something needs to be done, you can use the “!” to assign an Action item.
- You can make comments by clicking the text bubble button, and add photos by clicking the photo button. Be sure to make a lot of comments and take a lot of photos.
- After you have inspected every area and its details, you hit continue, and you sign and click on continue to end the inspection.
- You will then be re-directed to the home page of the app, where you can see at the left bottom corner of the screen “Uploading”, wait until it says 0, meaning that every photo and comment was uploaded. Then, you will receive the inspection report in your email.
- Please note: this does NOT count as a work order. ALL maintenance orders must be added through the Rentvine Portal.

CHECK OUT VIDEO INSTRUCTIONS AT WWW.ZTENANT.COM/INSTRUCTIONS/

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