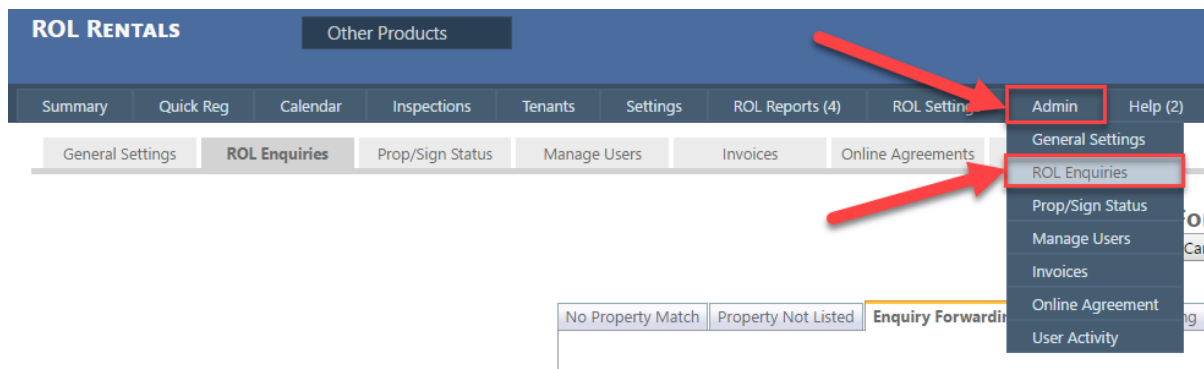


How to Forward Rent.com.au Applications from IRE

IRE allows you to forward yourself any rental application emails sent from rent.com.au. To set this up you, hover of the '**Admin**' tab and click '**ROL Enquiries**'.



Once on this page follow the next four steps as highlighted in the below image:

ROL ENQUIRY FORWARDING

Save Cancel

No Property Match Property Not Listed **Enquiry Forwarding** Enquiry Spam Filtering

ENQUIRY FORWARDING

Select Portal

- REA
- Domain
- Rent**
- RentFind
- reVIEW
- Thehomepage
- REIWA
- homebound
- AllHomes
- HomeSales
- WestRE
- REIQ
- TradeMe
- REnz
- REWorld
- ReviewProp
- RCA

Edit Forwarding Rules

☒ **Don't Forward** The Email Enquiry will not be resent by InspectRealEstate. Use this setting if you are receiving the Email Enquiry twice, or if you do not wish to receive the Enquiry.

☐ **Listing Agent** The Email Enquiry will be sent to the Listing Agent. If there is no Listing Agent assigned to the Property, then the Email Enquiry will be sent to the Default Agent Email (General Settings tab).

☐ **Property Manager** The Email Enquiry will be sent to the Property Manager. If there is no Property Manager assigned to the Property, then the Email Enquiry will be sent to the Default Agent Email (General Settings tab).

☐ **-- Select Team Member --** The Email Enquiry will be sent to the selected Team Member.

☐ **_____** The Email Enquiry will be sent to the Email Address above. Multiple addresses can be separated with a comma.

☐ **Forward When Rent is More Than** The Email Enquiry will be forwarded to the above emails when the Property rent is more than the value below. 'Don't Forward' must be off.

\$0

☒ **Forward When Email Contains** The Email Enquiry will be forwarded to the above emails when the Email contains any of the words/phrases listed below. 'Don't Forward' must be off.

New Rental Application from rent.com.au

Words/phrases must be separated with a comma. Spaces can be used.

☐ **Add 'IRE FW' to Subject** Any Forwarded Email will contain IRE FW: in the Subject line as a way to tell that it has been forwarded from InspectRealEstate.

1. Select the '**Enquiry Forwarding**' tab
2. Select **Rent** from the list of portals
3. Tick '**Forward When Email Contains**' then add in the text box "New Rental Application from rent.com.au"
4. Select who you would like to receive the forwarded application (i.e. the properties LA, PM, a specific team member or email address)

If you have any question feel free to contact your InspectReal Estate account manager.