Tap2Open- Setting Up Renters

Short Term Renters

Tap2Open is ideal for neighborhoods with short term renters (think services like Air BnB or VRBO). The simplest thing to do is for the owner to simply make an invitation for the renter for the time period they are renting. If it is sharable, the tenant can also share the invitation with friends that may come to visit.

If the renter extends their stay there is no need to create a new invitation. Simply edit the existing invitation to extend the end date.

If the renter leaves early, simply delete the invitation, and the guest can no longer access the property.

The user does not need to resend the invite if they change it; creating/editing an invitation and sending the invitation are separate activities in Tap2Open. The system checks in real time to see if the invitation is valid at the time it is used.

At the end of the invitation period, the invitation will automatically expire, and the renter will no longer have access.

Long Term Renters

The property owner(s) should maintain their account(s) in Tap2Open. As long as the owner has supervisor **➕ Supervisor** privileges, they can create accounts for each renter. By setting up the household this way, the renters will be able to use the system, and invite guests to visit. Tenants will also be able to see their history (of both invitations and arrivals). They can also use the Access app to let themselves in. The property owner will also be able to see usage by tenants and their guests.

Note: It is not recommended that you allow the renters to be supervisors. This will allow them to create accounts for other users. If you have a high level of trust in the tenant, you can make them a supervisor.

When the renters move out, delete their account. They will no longer have access to the community. In addition, all the invitations that they created will be deleted, eliminating access for their guests.