



## NTN Report Step by Step

Below are the Step by Step directions for retrieving a report from NTN directly.

### **STEP 1:**

Send prospective tenants this **OFFICE SPECIFIC** link below and ask them to notify you once complete. *If a group, please send the link to one person in the party.*

Click here to apply online:

<https://secure.ntnonline.com/securerelease/applicantdetails.cfm?propcode=ROG6&unit=14675>

*If any applicants have questions about the online application, please direct them to NTN Client Services 800-422-8299 xt.4*

\*NOTE – Some email providers may disable part or all of the link included in this email. Please copy and paste the application link URL into your browser if you experience an issue.

### **STEP 2:**

Once notification has been received, please complete the request form labeled **“Request for Tenant Summary”** and send to NTN per the instructions on the form.

The report will then be sent to you.

### **STEP 3: FOR AGENTS TO RECEIVE REPORTING:**

**USERNAME:** Roglegend Email Address

**PASSWORD:** Realtor1#