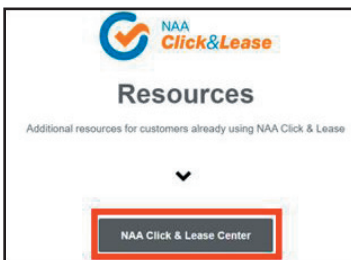


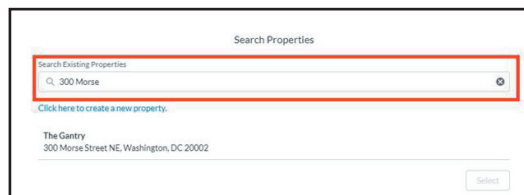
## Four Steps to Submit a Property Transfer Request in NAA Click & Lease Center

ONLY MANAGEMENT COMPANY ADMINS AND PRIMARY CONTACT ADMINS CAN INITIATE, APPROVE, AND DENY REQUESTS.

### 1 Log into [lease.naahq.org](http://lease.naahq.org)



### 4 Enter the address of the property you wish to request the Click & Lease license

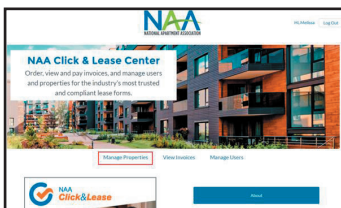


If the property *is found* in the list, **select it.**

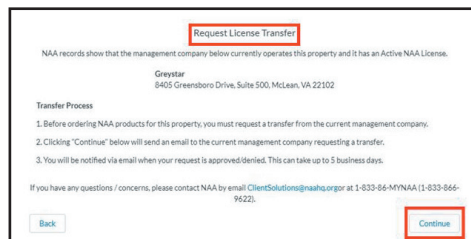
If the property *is not found*, **create a new property record.**

- If the property *currently has a Click & Lease license*, the header should say: “Request License Transfer.”
- If there is *no Click & Lease license*, the header should say: “Request Management Transfer.”

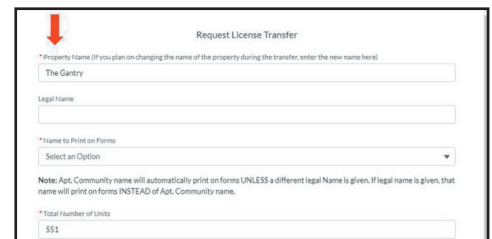
### 2 Select **Manage Properties**



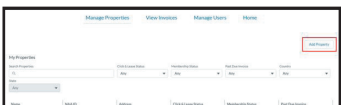
Review the “Transfer Process” instructions and **select Continue.**



Complete the “Request License Transfer” form and **click Continue.**



### 3 Click **Add Property**



#### How to approve or deny transfer requests?

1. Log into the **NAA Click & Lease Center**
2. Select “Manage Properties”
3. At the bottom of the page, you will find *Transfer Requests – Sent and Received tabs.*

You can track the status of the transfer under *Transfer Requests on the Manage Properties page.* The (TRANSFEREE) management company will receive an email requesting them to act on the transfer request. **They have up to 5 days to approve or deny the requests through the NAA Click & Lease Center.**