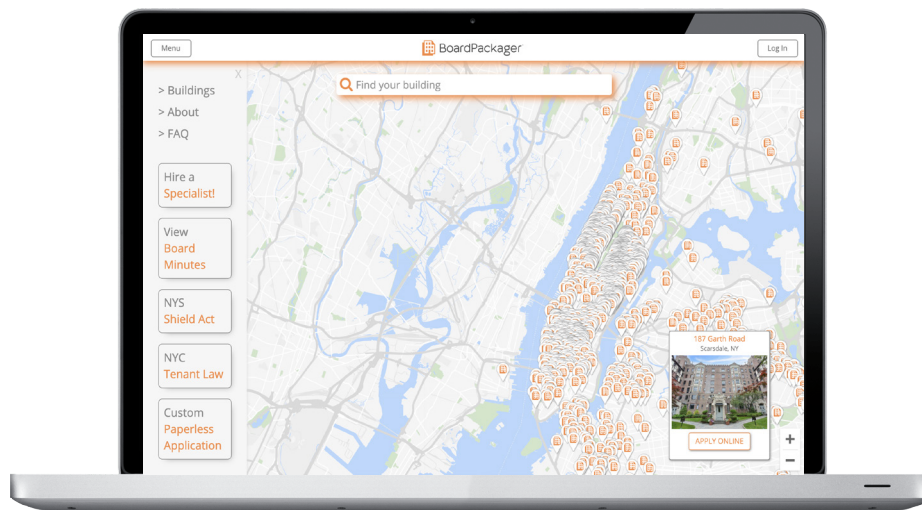# East River Housing is now accepting applications through BoardPackager

Go to BoardPackager.com and search for any building to find:

:: Purchase Applications   :: Refinance Applications
:: Sublease Applications   :: Sublease Renewal Applications

Going forward, all applications and renewals must
go through BoardPackager for processing.

For more information, email info@boardpackager.com

BoardPackager
BUILDINGS · DOCUMENTS · APPLICATIONS

EAST RIVER HOUSING

Applying to East River Housing through BoardPackager:

Search for any building on BoardPackager.com

BoardPackager
123 Main Street

Select the type of Application to initiate from the Application section of the page. Select the Address from list if the property has more than one address.

Applications

Purchase Application — Preview | Apply Online

Fill out Deal Party information in the first tab.

1. Deal Parties | 2. Requirements | 3. Fees/Submit | Status

Fill out forms, sign documents, and add documents in the Requirements tab.

1. Deal Parties | 2. Requirements | 3. Fees/Submit | Status

Ensure each Requirement is marked Finished upon completion.

Share package from the Sharing & Permissions side bar by selecting the Add User [👤+] icon.

Subtenant: jeannie o'toole

Assign Fees to the appropriate Deal Parties on Fees/Submit tab.

1. Deal Parties | 2. Requirements | 3. Fees/Submit | Status

Submit package after all Requirements are complete and Fees are authorized.

Submit
to Package Processor(s)

How do I invite others to review, fill out, or sign forms?
On the Requirements tab, select the add user icon [👤+] beside a name to share requirement(s).

Sharing & Permissions ⑦
👤+ Subtenant: jeannie o'toole

How do I assign fees? On the
Fees/Submit tab, select the assignee from the dropdown list of Deal Parties. Calculate conditional fees. Assignees will be notified after you select Notify Assignee(s) to Pay Fees

ve Out posit fundable)	Subtenant	$500.00	jeannie o'toole ⇕	Ready to Send to Assignee

Build... | ✉ Notify Assignee(s) to Pay Fees

How do I submit my application?
Once all Requirements are marked finished [Finished], the package has been generated, & fees have been authorized; click Submit to Package Processor(s).

B. Submit Package
The Submit button will illuminate when:
(i) All requirements have been locked.
(ii) The package has been generated.
(iii) All fees have been authorized.

Submit
to Package Processor(s)

How do I revoke privledges or remove an invite? On the Requirements
tab, select the Add User icon [👤+] beside a person's name, then select "Remove Share."

How do I change an email address? On the Requirements tab, select the icon
beside the person's name to then select "Remove Share." Go to the Deal Parties tab to update the person's email. To continue sharing, go back to Requirements and re-share with that person.

👤+ Subtenant: jeannie o'toole

Subtenant: jeannie o'toole
Visibility Options

☑ Share All Requirements
☐ Select Requirements to Share

Remove Share

Cancel | Save

For more information, email info@boardpackager.com

BoardPackager®
BUILDINGS · DOCUMENTS · APPLICATIONS

EAST RIVER HOUSING 🌲