



## How to use the INEZ Platform

Website Address: <https://inez.ai/>

### **Front End Features:**

#### **1. How to Register as a Current Tenant:**

- Click on **Register** located in the top right-hand corner on the page.
- A pop up box will appear.
- Select your account type (Current tenant)
- Enter your first name.
- Enter your last name.
- Provide your full registered company name.
- Create a username (**this will be used to sign into the website**). **N.B. your username cannot contain any special characters or spaces.**
- Enter your email address of preference.
- Provide your physical company address.
- Input your phone number of preference (**Please start your phone number with 1246**).
- Create a password. **N.B. your password must contain 10- 20 characters, with a special character and at least one digit.**
- Agree to terms and conditions.
- Click **next**.

#### **-Company Number:**

Enter your Company Number in the designated field. This unique identifier is essential for verifying your company's registration and legal identity.

#### **-Rental Type:**

Select the type of rental agreement you are interested in from the available options(Commercial, Industrial, Restaurant and Government)

**- Contract Term:**

Specify the duration of the rental contract you are seeking. **N.B. The contract terms only goes for 1 year, but if you are in good standing your contract will be automatically renewed.**

**- Contract Start Date:**

Input the start date of your rental contract. **N.B. Your start date should be the first of the month.**

**-Certificate of Registration/Incorporation**

Click on the “No file chosen” button to upload a copy of your Certificate of Registration or Incorporation. This document is required to verify your company's legal status.

**- Notice of Directors:**

Upload a document detailing your company's directors by clicking on the “No file chosen” button. This notice is necessary for confirming the individuals authorized to act on behalf of the company.

**- Proof Of Signatory:**

Provide a letter that verifies the identity and authority of the person signing the rental agreement by clicking on the “No file chosen” button. This proof is crucial for validating the signatory's capacity to enter into contracts for the company.

**- Tamis Number:**

Enter your Tamis Number in the provided field. The Tax Administration Management Information System (TAMIS) Number is important for tax purposes and identification within the system.

**- Purpose of Rent:**

Describe in detail why you are renting the space. Provide a thorough explanation that covers the intended use of the rental property, ensuring clarity and specificity.

**- Agree to Terms & Conditions:**

Review the Terms & Conditions carefully. Once you have read and understood all provisions, indicate your agreement by checking the box labeled "I agree with your Terms & Conditions."

**- Complete reCAPTCHA:**

To confirm that you are not a robot and to enhance security measures, click on the reCAPTCHA button. This step is crucial for validating your submission and protecting the website from spam and abuse.

**Important: DO NOT USE** "connect with Facebook" or "sign in with Google".