



Jeanette Gonzalez

REALTOR®

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Requirements to Submit an Offer

1. Contract to Lease signed by the client (applicant).
2. ID of all occupants (Driver's License / ID).
3. Last 3 bank statements or last 3 pay stubs.
4. Screening Report (MyRental or RentSpree) or Police Report.

Process

1. Once the offer is received and approved by the landlord, the listing agent will send the executed Contract Release.
 2. The listing agent will wait for the tenant's agent to send the Escrow Letter with the deposit.
 3. The listing agent will send the signed Lease Agreement.
 4. Once all documents are complete, the tenant must apply to the Association — the Association's application, with phone numbers and all required information, is attached.
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