



BERKSHIRE
HATHAWAY | EWM Realty
HomeServices

OFFER GUIDELINES & INSTRUCTIONS

Please read in entirety prior to preparing an offer.

- Incomplete/incorrect offers, or offers missing initials and/or signatures, or offers missing supporting documents/information **WILL NOT** be presented to the landlord until everything has been received.
- 1ST MONTH'S RENT DEPOSIT (Initial deposit) must be due upon acceptance.
- Time for Acceptance: Please allow 48 business hours/2 business days for the landlord to review/accept the offer.
- **IN ORDER TO AVOID DELAYS: REMAINING \$ MONEY DUE FROM TENANT TO LANDLORD ON MOVE IN DAY, MUST BE WIRED TO THE LANDLORD 48 HRS BEFORE THE WALK THROUGH.**

[1] Tenants **must have completed the RentSpree screening application** via the direct link on the **broker remarks**.

[2] Submit a fully executed rental offer, complete with correct data, offer information, and ALL supporting documentation

[3] All offers **MUST** accompany:

- Proof of income for all applicants - Last 3 consecutive pay stubs, 2 month bank statement and 1st page of the past 2 years of tax return
- All applicants Photo ID
- Pets (Photo, Breed & Age)

[4] Tenants **must Obtain Renters Insurance Prior to Move In**

Tenant Signature: _____ Date: _____ -