

INSTRUCTIONS: HOW TO SUBMIT AN OFFER



Thank you very much for your interest in renting the property. Please note that all of the following documents are required for your application to be considered. Incomplete offers will not be reviewed by the landlord.

1. **Rental Application:** The application will be sent to your email.
2. **Government ID:** Copies of valid, non-expired government-issued photo IDs for all adults.
3. **Employment Verification Letter:** Required for all applicants under W2
4. **Proof of Income:** Total gross income must be at least 3 times the rental amount. Income requirements may be adjusted when rental assistance or housing vouchers are involved. Please provide one of the following:
 - a. The two most recent pay stubs, or
 - b. Previous year's Income Tax return, or
 - c. W-2 or 1099 forms.
 - d. Proof of other income
5. **Contract to Lease Deposit:** A copy of a cashier's check (or money order) equal to one month.
6. **Bank Statements:** The two most recent bank statements.

The broker will conduct a full credit and criminal background check for each adult applicant over the age of 18. There are no exceptions. The fee is \$50 per married couple (verification required) and \$30 for each additional adult, payable directly through the system at the time of the background inquiry. These services must be paid for by the tenant (applicant).

Application fees are non-refundable once screening has been initiated. Processing time is approximately 10 business days after complete submission.

Please complete the form and send it via email to the listing agent to begin the process.

The landlord reserves the right to accept or reject any application based on complete evaluation criteria

Note: If the potential tenant is self-employed, please provide the company's income tax returns for the previous two years.

Insurance: Once the tenant is approved by the landlord and the association, the landlord requires the tenant to obtain and provide proof of a renter's insurance policy before the walk-through date. Our company offers an affordable renter's insurance policy through a qualified provider. During the lease period, the tenant must provide proof of insurance periodically.