

Rental Application Information

Checklist - information we need with your offer:

- ☐ Contract-to-lease: Offer in writing
- ☐ Copy of government issued ID's for all adults
- ☐ Tenant income information:
 - 1. Tenant name: _____ Employment description: _____
Monthly income: \$ _____
 - 2. Tenant name: _____ Employment description: _____
Monthly income: \$ _____
 - 3. Tenant name: _____ Employment description: _____
Monthly income: \$ _____
- ☐ Supporting documentation: last two employee income statements, previous year's tax returns, 1099 or W9 – **if providing bank statements, please indicate the income to support the amounts listed above.**

Please note that most properties require that applicant combined gross income is at least three (3) times the monthly rent amount.

We try to process offers as quickly as possible and providing the information above will help us do that. Providing additional information at this point is not necessary but may be requested at a later time.

What to expect next:

- Once there is an executed contract-to-lease the prospective tenants may apply at: <https://www.rpmdade.com/houses-rent>
- Each resident over the age of 18 must submit a separate rental application. Applications will not be processed until all adult applications are submitted.
- To complete the online rental application, prospective tenants must be prepared to provide 3 years of residential history as well as contact information for rental references.
- Prospective tenants should be prepared to pay the application fee as outlined in the property listing. Application fee is \$65.00 per adult.
- If the required information is provided, applications are usually processed within 2 – 3 business days. A lease will be drafted and provided to the tenants for their review and signature.
- If a homeowner association (HOA) approval is required, prospective tenants will need to apply with the HOA directly and pay fees associated with the application as well as adhere to the guidelines set forth by the HOA.
- Tenants will be required to obtain renter's or tenant liability insurance of at least \$100,000.

I acknowledge I received this information:

Tenant

Tenant

Tenant