

Instructions for submitting a Contract to Lease

- Please submit the Contract to Lease along with a basic Rental Application that summarizes the Tenant's Income and Rental History for the last 2 years, and References. (Feel free to use your own application or use the KW Application in the Attachments section.)
- Please submit Proof of Income in the form of the W-2's from the previous year, and the last 3 Month's Paystubs. (If Self-Employed please submit Pages 1 & 2 of the Tenant's Tax Returns for the last 2 years.)
- If necessary, additional Proof of Income may be requested.
- Evidence of Credit Scores (screenshot from Credit Karma, or from a bank or credit card's online system)
- Please provide a copy of the applicants' Driver's Licenses.

*** I have been instructed by the Landlord not to present the Contract to Lease if the application and supporting documents are not fully completed.

- Then, **AFTER** the Contract to Lease is fully executed
 - o Each adult on the Lease will be sent an email directly from our Tenant Screening vendor to submit their online application and will be prompted to pay approximately \$25 to \$30 per applicant.***

AND

- o If the Rental is part of a Condominium Association, then the Tenant shall submit the Application for the Association which will perform their own Tenant Screening.
- o Lease will be subject to Approval by the Condo Association.

*** Our Tenant Screening vendor will be used to run the Credit Check, National Criminal Background Check, Sexual Predator Database Search, National Eviction History Database, and Employment Verification.