Offer Guidelines

Instructions for *Tenant's Agent*

Thank you for your interest in this listing. To ensure the transaction flows as smoothly and efficiently as possible, please carefully read, complete, and fully follow the Guidelines below.

Complete offer packages must be submitted in one PDF to:
Solitaire@GreenRealty.net

- Complete Contract to Lease (CL-4) initialed and signed by tenant(s)
- Deposit: 1 MONTH deposit, DUE upon acceptance. DO NOT make the deposit unless Contract to Lease is signed by owner
- Pet Deposit: $350 non-refundable per pet (If applicable)
- First month and 2 security deposits (versus First, Last and Security)
- Application to Lease completed by all adult applicants
- Full credit report with credit scores with eviction and NATIONAL Background check report – local police department report will not be considered by owner
- Proof of income of Tenant in the form of last two years W-2s plus most recent paystub, or last two years personal and corporate tax returns, if tenant is self-employed. If Tenant is an independent contractor 1099 forms can replace W2s.
- Legible copies of driver's licenses or a government issued ID for non-drivers, for all adults occupying the property
- If Association approval of tenant is required: Tenant must apply to the association within 3 days from contract execution.
- Time for Acceptance: Please allow 48 business hours/2 business days for owner to review/accept offer.
- Offer will be presented and negotiated during business hours.

Residents must obtain and maintain an HO4 Renter's Insurance Policy with at least $100,000 liability per occurrence, covering the entire lease term and listing all lease holders. The property owners must be names as Additional Interests; and animal liability coverage is needed if pets are present. Proof of insurance is required before move-in.

***TENANT'S AGENT MUST ACCOMPANY THE TENANT TO THE PROPERTY AT ALL TIMES. TENANT'S AGENT CANNOT LEAVE ANY PERSON ALONE AT THE PROPERTY. UNDER NO CIRCUMSTANCE CAN THE TENANT'S AGENT GRANT ACCESS TO THE PROPERTY TO THE TENANT OR ANY OTHER PARTY WITHOUT OWNER'S WRITTEN PERMISSION VIA APPOINTMENT CONFIRMATION. TENANT'S AGENT CANNOT TAKE ANYONE TO THE PROPERTY WITHOUT PRIOR NOTIFICATION TO AND WRITTEN APPROVAL BY THE LISTING OFFICE.

Tenant's agent/REALTOR information:

Name: _____

Email: _____

Phone Number(s): _____

Office Name: _____

License: _____