# RENTAL OFFER SUBMISSION INSTRUCTIONS

Please submit a complete rental package so the landlord can review the offer without delay.

**SUBMISSION DESTINATION**
**Submit the complete package to both:**
**marinagutierrezalearealtor@gmail.com**
**connect@christiemosquera.co**

## REQUIRED RENTAL OFFER PACKAGE

- **Completed rental offer** with the proposed rent, move-in date, lease term, and any requested terms.
- **Completed tenant application** for every adult applicant.
- **Government-issued photo ID** for every adult applicant.
- **Proof of funds** showing the applicant can cover the required move-in funds.
- **Income verification**, such as recent pay stubs, employment letter, tax returns, bank statements, or other verifiable income documentation.
- **Background check** for every adult applicant.
- **Credit check** for every adult applicant.

## TENANT APPLICATION INFORMATION

- Full legal name
- Email address
- Phone number
- Current occupation or source of income
- Employer or business name, when applicable
- Requested move-in date
- Names of all intended occupants
- Pet information, if applicable

## OFFER COVER SUMMARY

| Offer Detail | Information to Include |
|---|---|
| Property | Full property address and unit number |
| Applicant(s) | Full legal names of all adult applicants |
| Proposed Terms | Monthly rent, lease term, and requested move-in date |
| Occupancy | Number and names of all intended occupants |
| Contact | Applicant and representing agent contact information |

## BEFORE SUBMITTING

**Important:** Incomplete packages may delay the landlord's review. Please combine the offer and supporting documents into one organized submission whenever possible.

Please allow **24-48 hours** for the landlord to review and respond to a complete rental offer. If approved, please allow an additional **24-48 hours** for the lease agreement to be prepared and sent. Submission does not guarantee approval; all terms remain subject to the landlord's written acceptance.