

Lease application guidelines

Your application will be reviewed based on the following guidelines,

- ✓ The applicants **must have been shown the home** before applying,
- ✓ Each applicant 18 years and up should submit a lease application and pay an application fee of \$45,
- ✓ Submit COMPLETE applications. Every blank should be filled out, especially previous address and previous employer,
- ✓ Copies of Driver's License or State ID Card for every tenant age 18 and up.
- ✓ Copies of all paystubs for the last 60 days for all applicants whose income is needed to qualify, or 2 years of tax returns if business owner.
- ✓ Please send all documents to angie.farish@kw.com
- ✓ Application fees must be paid in the form of cash, money order or cashier's check to the address below.

Once the application is reviewed and approved, I will email you the Residential Lease Agreement with the landlord's terms for this lease. Please have your tenant review, sign and bring the security deposit to the Keller Williams address below. Please request a signed receipt at the front desk.



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