



Dear Prospective Clients and Realtors,

At Jolene International LLC, the well-being of our clients, colleagues, Realtors and communities is our priority. We recognize that the public is very concerned about the Novel Coronavirus (COVID-19) and want to assure you that we are actively monitoring the situation and taking the necessary precautions. Our goal is to keep you safe.

In an effort to slow the spread of the COVID-19 virus and protect everyone's well-being, we will continue to serve our community with extra precautions. Due to the quarantine, we will need to take extra precautionary measures when it comes to showing homes.

The following will be asked of Realtors and Prospects:

1. Hand sanitation (Gloves, hand sanitizer or hand washing with soap (20 seconds) upon entering and leaving the home(s)). Due to shortage and limited supply available we encourage you to bring your own hand sanitizers in addition to the one we are able to supply.
2. Refrain from contact, per the CDC the virus is thought to spread mainly from person-to-person, the distance between people are minimum of 6 ft.
3. If you feel that your immune system is compromised, or if you are feeling sick, or are sick, we will abstain from showing.
4. Scheduled showings allowance of no more than five (5) individuals, to reduce likelihood of the possible contraction and/or transmission of COVID-19 or any illnesses that may exist.

It has always been a standard at Jolene International to prescreen prospective before showing properties. The following is our process:

Not working with a Broker or Realtor:

- We require that you fill out the blank application for each individual who plans to reside at the resident of interest (note that the application can be used to apply to any home, this will save you time and you will have everything prepared when you find the home you want to lease).
- If you would like a showing and are not working with another Broker or Realtor we will need for you to review and a Buyer/Tenant Representation Agreement.
- Attach a copy of your driver's license or ID and once we prescreen and you meet the minimum criteria, we can schedule a showing if the property is still available.

Please review the owner criteria document (found under **Attachments** on HAR.com), if you feel that you meet the minimum criteria and would still like to see the home, please email all documentations to Jolene.international@gmail.com and we will contact you and arrange a showing.

Please submit the following for prescreening:

1. Application for each individuals over the age of 18
2. Initial the Information About Brokerage and send it back to me and with a
3. A color copy of an ID for each individual over the age of 18

The following will be required if you would like to move forward with any home we show you:

1. Buyer/Tenant Representation (This will only be required and I will send to you electronically if you choose to work with my brokerage)
2. The Rental Criteria
3. Preapproval
4. Lease Application

The following will be required at the time **WHEN** you want to place a lease application:

- If you have any pets please provide a photo and on application fill in all information.
- 2 months of paystubs (If employed by the same employer for 2+ years, if under 2 years you will need to prove 2 years of tax returns)
- Copy of credit reports (this will help me better understand your situation and save on your application credit check, by all means, this does not waive it, but I can take a look and let you know what landlords would require additional or will deny the applications before applying)

If you currently are working with a Broker or Realtor:

- Please contact your Realtor and provide them with all require documentations (Refer to **Instructions on Submitting an Application** Documentation)
- Your Realtor will be in contact with our office.

Thank you for trusting us with your real estate relationship. We are here to support you and are committed to providing you with exceptional service.

While Jolene International LLC will continue monitoring this situation and will provide updates as necessary, we encourage you to visit the [CDC website](#) for additional guidance and up-to-date information.

Best Regards,



Jolene International
Real Estate Broker & Owner