



Application Submission Process:

***** INCOMPLETE Applications will NOT be Processed **** Please make Applications LEGIBLE *****

Items Required:

- ✓ **Completed Lease application** for each prospective tenant over the age of 18.
 - Must have **Property Address, Move-In Date, Rent Amount, & Phone Numbers** for current Landlord & Employer
 - Insert **\$40** and **Mysmartmove.com** on page 3
 - **Color Copy of Valid Driver's License and Social Security card.**
- ✓ **Copy of Pay stubs** for last two months. If self-employed, copy of last two months **bank statements**. For Transfer/Relocation, copy of signed **employment letter** on company letterhead.
- ✓ **Application fee of \$40 per person over the age of 18** is due in the form of ON-line payment to "MySmartMove.com" and is **NOT refundable** once application is processed.
- ✓ **Landlord Criteria and Application Submission forms signed** and dated by Applicant(s) and Realtor.
- ✓ ****Letter to Landlord** may be submitted for anything requiring explanation or that applicant would like to share with Landlord.**

Upon Application Approval:

- Prospective Tenants have **48 hours** after acceptance to submit **Security Deposit** equaling one month's rent as a **Money Order/ Cashier's Check** made out to **Landlord on Lease.**
- Prospective Tenants have **48 hours** after acceptance to sign and return **Residential Lease, Landlord Rules and Regulations.**
- **Proof of Utility transfer and Renter's Insurance** due before **Move-In Date.**
- **First Month's Rent** due before **Move-In Date** as a **Money Order/Cashier's Check** made out to **Optima Realty**
- **Inventory & Condition Form** filled out completely and returned to **Optima Realty. within 7 days of Move-In Date.**

Applicant: _____ Applicant: _____

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