

APPLICATION INSTRUCTIONS

- Please read and complete all information sections in the application
- Please include details on previous landlords, employer contact information, social security number, dates of occupancy from previous residences.
- An application fee of \$50 must be paid per applicant. Payment to be made through Zelle and email to john@promptrealtyandmortgage.com or present certified check or money order to Prompt Realty and Mortgage, INC.
- Along with the application form, please upload 2 forms of ID (DL, SSN Card or Identification Card) and 2-months most recent paycheck stubs.
- We process applications and answer questions regarding applications Monday to Friday 9am to 5pm.
- You will get a response regarding any missing data and regarding your meeting our minimum credit criteria within 1-2 business days after completing your application.
- Typically, if you provide all of the required data for your landlord and employment information, we will have your application fully processed within 3 – 5 business days, depending on how quickly your employer and landlord get back to us the required verifications.

If you have any questions, contact us immediately at transactions@promptrealtyandmortgage.com.

Send complete application documents to transactions@promptrealtyandmortgage.com and CC info@promptpropertymanagement.com