

Lease Application Process

- 1) Complete a **typed** application for each person 18 years old and older that will be living in the home.
- 2) Fill out **every item** within the application. Must provide **email addresses** for the persons who will be responding to reference checks, phone calls will not be made. Give them a heads up to be on the look out for the reference check.
- 3) Submit applications to the listing agent along with the application fee of **\$50 per** applicant.
- 4) Email all application documents in **one PDF**, not individual documents.

When all the above items are received by the listing agent the application processing will begin. The length of time it takes is usually lengthened because the reference checks are not returned in a timely manner. The better job you do in completing these steps the quicker you will have an answer. As the listing agent, I do not make the decision on your application, the landlord does.