

LEASING INFORMATION:

1. Each adult who will occupy the house must complete and sign a separate application.
2. Before your application can be processed, the following items must be returned to our office via hardcopy mail or email:
 - a) A separate, fully completed application, signed and dated, for each adult
 - b) Information About Brokerage Services, signed and dated
 - c) A copy of your driver's license, passport or other legal, photo identification (legible)
 - d) The application fee in cash or money order or cashier's check only. The fee is \$40.00 for EACH ADULT.

ONLINE FEE PAYMENT :

Venmo @trotwoodre
or
<https://www.paypal.me/trotwood>

3. Your application cannot be processed until all of the items listed above, including the application fee(s), have arrived at our office or has been paid by credit card.

After business hours, there is a night drop located next to the address sign for your convenience. Be sure you let us know you have dropped it off.

4. If you have not given notice to your current landlord, you must do so, or give the landlord instructions to provide us with a reference when we contact them.
5. It will take a minimum of 24 to 48 hours to process your application, not including weekends. Some applications take longer depending on the availability of the landlord to review the information and the availability of your credit information and references.
6. **ONCE APPROVED**: You are responsible for paying the security deposit to have the property removed from the market. Until the deposit is paid in the form of cash, cashier's check or money order the property can be rented to another qualified tenant.