



Lease Application Process
Must be signed and submitted with application.

This information will help get you approved faster and help make the process of leasing your new home much easier. Of course, all leases are contingent on Owner/Landlord approval.

Applicants are to be considered as taking the property 'AS IS' unless a request for repair or improvement is requested on this form. All requests are subject to the Owner's/Landlord's consideration and approval. Mechanical issues that might be discovered after move-in (e.g., A/C, dishwasher, etc.) will be addressed as required.

List request/improvement for consideration:

Please submit the following items promptly as properties are only held **15** days:

- 1). Complete online application for ALL applicants 18 years and older. Text/email for online application website.

Note:

- Anticipated Move-In Date cannot be "ASAP".
- Each applicant to provide a separate email address.
- If the property is working with SEC 8 Voucher, please submit ALL pages.

Agent: applications will be processed in the order that they are received and fees will be assessed as they are processed. Welch Realty Inc. is not an application mill.

- 2). Most recent/current 2 months of pay stubs (4 minimum), OR letter from employer providing start date, salary, etc. If self-employed, a copy of your latest 2 years of tax returns.
- 3). Copy of each applicant's valid driver license. Must be color copies.
- 4). If pets are allowed, submit: 2 color photos of each pet. Owner/Landlord will review and approve on a case-by-basis. Please note that applicants with assistance animals must provide proper documentation, including a letter from a local doctor. **NO AGGRESSIVE BREEDS.**
- 5). Non-Refundable Application Fee \$55.00 per Applicant. Welch Realty Inc. pulls their own credit and background reports.

Applicant's Initials

Applicant's Initials

Realtor's Initials

6). Owner/Landlords will look at current income, credit history, criminal history, and rental history. Applicant information must be factual. The following search results and information will be reviewed in the approval process:

- Credit History: FICO Score and full report from major bureaus.
- Nationwide Criminal Background Check & Civil Judgment Search
- Employment check: Length, Performance, and Salary. Preferred income to be 3X the rent. Some Owners/Landlords require 3.5X the rent. The MLS Listing should provide this information.
- Check Writers Report

Approval Criteria: The following items may negatively affect your application approval: Incomplete rental history, evictions, insufficient income, collections, convicted sex offender, drug convictions (including intent to sell), credit score, domestic violence convictions, previous offenses against landlords, bankruptcy and/or foreclosures.

Once an application is APPROVED, applicants will have 24 hours (one business day) to sign the lease and make the appropriate security deposit to hold the property. ALL FUNDS MUST BE IN THE FORM OF A CASHIER'S CHECK.

Move-in dates are FINAL. Please make sure your clients have all funds that are due rendered on or before the designated Move-In date. Should an applicant change their mind or fail to fulfill the lease contract, ALL deposits become non-refundable.

Keys are available ONLY by appointment, Monday through Friday. Tenant must bring the first month's rent in the form of a CASHIER'S CHECK. No cash, no personal checks, and, if paid by Money Order; the keys will not be released until it clears. Cashier's Checks (or money orders) should be made payable to WELCH REALTY INC.

If the neighborhood requires a pool/park tags or keys, Tenant should take their copy of the lease to the pool attendants to issue the passes or contact the subdivision's HOA. Fees could apply.

To receive mailbox# and keys, Tenant will need to take their copy of your lease to the post office. Fees could apply.

Agent's fully completed ABB and current year's W-9 must be submitted prior to funding. The commission is ONLY paid to agents who have physically shown/toured the property to the applicant/tenant. After ALL documents and funds or proof thereof, have satisfied the listing agent or Broker, the commission checks are mailed, typically within 14 to 30 days of move-in. When tenants are using vouchers, commission payment could take up to 2 months.

X _____

Applicant's Signature

X _____

Applicant's Signature

X _____

Realtor's Signature

Applicants are considered as taking the property "AS IS"

*WELCH REALTY INC. hopes you find the above information helpful and informative.
We appreciate the opportunity to help you find your NEW home.*