

## Leasing Specifics

A link to our Leasing FAQs: <https://leasing-faqs.stonly.com/kb/en>

Screening Criteria:

<https://leasing-faqs.stonly.com/kb/guide/en/what-are-the-requirements-to-lease-a-home-with-my-nd-keZ1AD9UqH/Steps/676186>

To schedule a tour, prospects need to visit the Rentlinc webpage for the home and click “schedule a tour”. They will then register and fill in the info to schedule (the system will do an ID verification section). They will then be put into our system and a member of our team will reach out to them.

### FOR APPLICANTS TO APPLY:

For all applicants, they need to visit the Rentlinc webpage for the home and click “Apply Now”. It will have them pay a \$49 application fee at the end and then their application will be submitted to our screening team. Turn around time is typically 48 hours.

Proof of income - we require a month’s worth of paystubs or they can do bank linking through Plaid in the application (more secure). Self employed applicants are required to provide 3 most recent bank statements and most recent tax return.

- If you are assisting a prospect or applicant as their realtor, please inform the leasing agent so they can add your name to the prospect/applicant guest card. There is a field in our application for your applicant to list their real estate agent. When applicant moves in, please see instructions below on how to receive your commission.

### HOW TO GET PAID IF YOU ARE THE SHOWING AGENT FOR THE APPLICANT:

The payout process for agents does not start until the applicant has moved into the home. Once the applicant has moved into the home, **the process may take up to 30 days to be completed.**

If located in the state of Texas, please follow these instructions:

**\*ONCE YOUR TENANT HAS MOVED IN\*** - please forward your W9 to this email address:  
Real.Estate.Agents@mynd.co

In the email, we will need:

- The name of the real estate agent

- The applicant's names/address of the home they moved into
- The address to mail the check to

Once your W9 is received, the leasing associate for the home will email you the Agreement Between Brokers for Signature. This document will be coming from Dropbox Sign (formerly known as HelloSign) and will need to be signed within 48 hours. Please check your spam folder for this document as well.

Once this has been completed, our corporate accountant will issue a check from our Arizona office. This check may take up to 2-3 weeks to be received.

**If located in any other state aside from Texas, please follow these instructions:**

**\*ONCE YOUR TENANT HAS MOVED IN\*** - please forward your W9, along with the name and address of the home your applicants have moved into, to this email address:

[Real.Estate.Agents@mynd.co](mailto:Real.Estate.Agents@mynd.co)

We will need:

- The name of the real estate agent
- The applicant's names/address of the home they moved into
- The address to mail the check to

Once this has been completed, our corporate accountant will issue a check from our Arizona office. This check may take up to 2-3 weeks to be received.

**\*IMPORTANT NOTES\***

**Please do NOT email [leasing@mynd.co](mailto:leasing@mynd.co) as this will duplicate the commission process and potentially prolong the process by more than 30 days. If you need an update, please email [Real.Estate.Agents@mynd.co](mailto:Real.Estate.Agents@mynd.co) and we will reach out to you directly.**