Application Instructions & Checklist

Please **upload this form, signed, along with supporting documents when applying online**.

Note: We cannot process applications until **all** these documents are received.

In an effort to streamline the process and process the application quickly, **we will communicate primarily through email**.

Phone calls to the office will only slow down the application process so please communicate through email for faster response.

1. First, we will send you an email confirming receipt of online applications outlining any items missed. Please send all requirements by responding to that email.
2. Then, we will perform our screening and complete the rental and employment verifications.
3. Once we have all of the reports back, and have been able to complete the verification, everything will be submitted to the landlord for final review and decision.
4. We will notify you of the decision right away via email.

We process applications Monday-Friday 9am-5pm. We require **2-3 business** days to complete verifications and issue an approval/denial decision.

The clock does not start until the listing agent **receives the complete packet** and **all requested documents** from the applicants.

Note for Agents: Please review the Rental Criteria below with your client BEFORE applying. If they cannot comply with items needed, or meet the stated criteria - they will not qualify and should not apply. Once the application process has begun, application fees are non-refundable.

Landlord Criteria:

- Minimum of 24 months *verifiable* employment history
- *Documented* monthly gross income must be at least 3x the monthly rent
- Minimum of 24 months *verifiable* rental history or mortgage payment paid on time.
- Minimum 600 credit score
- No criminal convictions, evictions, bankruptcies, or any housing related collections or negatives on the credit report

Credit blocks need to be removed before applying. Failure to do so could result in additional application fees. All applications are considered on a case-by-case basis. Meeting the above criteria does not guarantee approval.

Agent Signature: _____

Applicant Signature: _____

Applicant Signature: _____

Applicant Signature: _____

Checklist of Items needed to process applications:

❏ **<u>This form</u>** signed by all parties

❏ Online Lease Application – Fully Completed and eSigned (if the field does not apply to you, mark "N/A or NONE"). Incomplete apps **will not** be processed.

❏ Legible color copy of valid Driver's License and Social Security Number verification (one of the following: W2, Social Security Card, Tax Return) (a black and white copy will not be accepted)

❏ Most recent pay stubs for the last 60 days reflecting Year to Date earnings **(If self-employed please provide a tax return for the most recent tax year and 6 months of bank statements)**

❏ Other Income: Child Support, Disability, Social Security, Retirement Benefits require a print out of **proof of deposit** (bank statement) and the state provided award letter.

❏ Photo of pets (if applicable)

Authorization to Release Information

By signing below, I authorize:

1. My current and former Employers to release any information about my employment history and income history to Signature Real Estate
2. My current and former Landlords to release any information about my rental history to the Signature Real Estate
3. My bank, savings and loan, or credit union to provide a verification of funds that I have on deposit to Signature Real Estate
4. Signature Real Estate to obtain a copy of my consumer report (credit report) from any consumer reporting agency and to obtain background information about me. Credit scores should be at least 600; however, this does not guarantee approval.

Applicant Signature: _____

Printed Name: _____

Applicant Signature: _____

Printed Name: _____