



Umbrella Realty processes lease applications by examining and verifying the following information:

- o Credit Report – Credit is assessed by the profile of the credit content
- o Employment - 2 Year work or Work and school history over 2 years
- o Rental History – 2 year rental history required
- o Criminal Background – Case by case

The following factors could impact the final decision rendered by the owner:

- o Income or Job stability ( a minimum of 3 times the rent is required)
- o Negative credit reporting
- o Criminal history
- o Negative rental or lack of rental history
- o Pets – Breed (etc.)

**\*The approval of credit, rental history, and background assessments are case by case. Income must be 3 times the rent.**

\*Umbrella Realty does not discriminate against any person based on race, color, religion, sex, handicap, familial status or national origin.



Documentation Instructions:

Please fill out the complete application entirely, clearly, and legibly (Unclear and incomplete fields will cause a delay processing the application).

Email all supporting documents with each application: DL, SS card / ITIN card, most recent 60 day pay stubs, and a min of 3 months bank statements showing the monthly direct deposits from the job and rental payments. If the applicant is self-employed we will need a copy of DBA /LLC, most recent 6 months of bank statements to show monthly deposits, and most recent 1 year tax return. Any applications with pets must also submit a photo copy of all pets.

Sign and date this form and submit with the application.

Upon approval applicant must pay \$150 processing fee by Zelle to [UmbrellaRealty1@gmail.com](mailto:UmbrellaRealty1@gmail.com)

[\\*Before move in a copy of renters insurance is required and I copy of each renewal as time progresses while property is being occupied by the tenant.](#)

Once the lease is signed instructions on how to provide the security deposit and first month's rent will be given separately.

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Applicant \_\_\_\_\_ Date \_\_\_\_\_

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Applicant \_\_\_\_\_ Date \_\_\_\_\_