

# *Step-by-Step*

*Guide for Applicants*



# Getting Started

During the account creation process, you may list the Realtor representing you if the Realtor has an active account. Adding your Realtor will keep them informed about the status of your application. When the application is accepted, rejected, approved, or denied, you and your Realtor will receive an email notification.

When completing your lease application, it is best to provide all contact information for your current landlord and the contact information for someone in your employer's HR department responsible for employment verifications. Not including this information on your application may delay the approval process. Please use a U.S. address as your current address.

**Each occupant and co-applicant 18 years or older must create an account and submit a separate application.**

# STEP 1 | Create an account

## It is best to have the following information available when completing your lease application:

- Your current landlord's contact information (phone, fax, and email address)
- Previous landlord's contact information if you resided at your current address for less than three years.
- The contact information of your employer. This person must be able to verify your employment dates and pay.

## At a minimum, you will need to upload the following items:

- Current ID card
- 4 weeks of pay stubs
- Pet photo (if applicable)
- Two years of tax returns, if self employed



I Am A:

**Renter**  
I'm looking to rent, and for some assistance from a Realtor to help me find a place that fits.

**Realtor/Listing Agent**  
I want to connect with Renters and Landlords and help them meet their needs.

**Landlord**  
I have property I want to rent out, and I want to connect with a Realtor to get it listed.

Realtor Name

Realtor Email

First Name \*

Last Name \*

Email \*

Password \*

Passwords should be at least 8 characters in length.

Confirm Password \*

Mobile Phone \*

Address \*

City \*

State \*

Zipcode \*

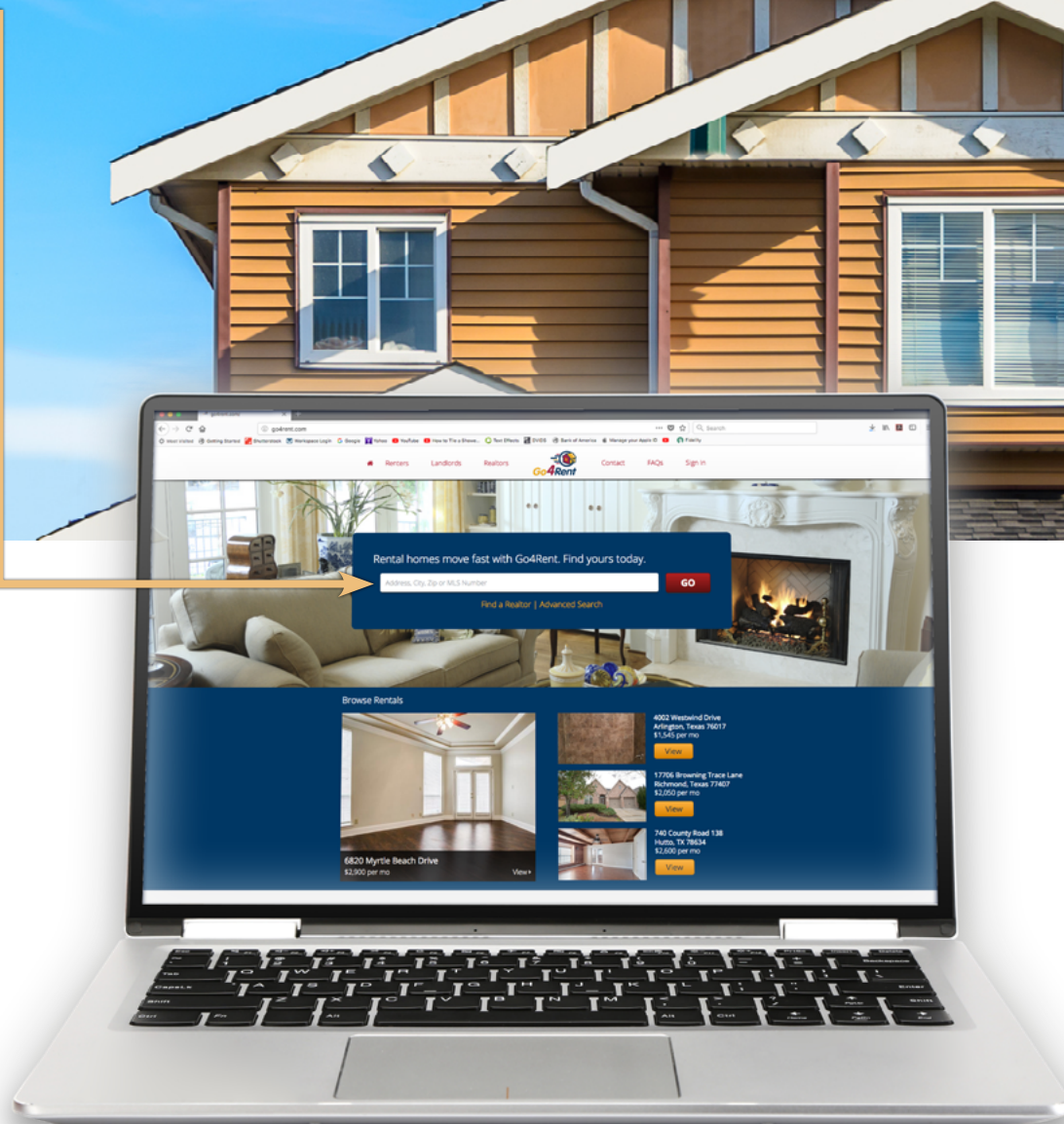
1. To create your Renter account, click on the Renters tab and scroll to the bottom of the page to click Sign Up Today! This will take you to the account creation page. **See Exhibit 1**

2. If you have a Realtor working with you, it is best to enter their information so that they may stay informed about your application process. Go4Rent will send an email when your application is accepted and when the landlord renders a leasing decision.

Exhibit 1

# STEP 2 | Search for the listing

You can search for the listing at Go4Rent.com by using the listing's address, street name, or MLS number.



# STEP 3 | Click "Apply Now" to start your lease application



**While on the listing's detail page click, *Apply Now* to start your lease application.**

1. You will be able to complete the online lease application.
2. Upload supporting documents (pay stubs, ID cards, Social Security Award Letters, pet photos, etc.).
3. Pay the application fee. You are not charged the application fee until the Realtor accepts the application.
4. Sign the lease application

4807 Wellington Way  
Houston Texas, 77069

\$2,200 per month  
★★★★★

3 bed(s)  
2.5 bath(s)  
2,876 sq ft  
MLS: 45713312  
Application Fee: \$55.00

13 Views

Photo 2 of 23 Click to enlarge

Share:

Listing Realtor  
 Ally Hanson  
SMART HOME REALTY  
(832) 555-8438

**Apply Now**

Save To Favorites

Interested but not sure? Have a Realtor contact you about this listing.

Contact Me

Once you have completed these steps, an email notification and text message are sent to the listing Realtor and/or landlord notifying them of a new application.

**You are not charged an application fee until the application is accepted.**

When the listing Realtor accepts the application, you will receive an email updating you of your application status. The application fee will then be non-refundable and is used for its intended purposes.

**Text Message Example**



## Disclaimer:

Go4Rent is not involved in the decision process of your application. Our role is to provide the Realtors and landlords with information they need to render a leasing decision.

## OUR PARTNERS



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