



SALES • LEASING • PROPERTY MANAGEMENT

Tenant Application Cover Sheet

Rental Criteria

1. All applicants must be 18 years of age or older, provide valid picture identification, submit an application and sign the Lease Agreement prior to move-in.
2. Proof of income is required in order to process an application. Some forms of verification include 2 most recent paycheck stubs, recent bank account statement, or two years income tax returns if self-employed. Without this information your application could be delayed.
3. Required income must meet or exceed 3 times the amount of monthly rent.
4. Applicant must have at least 12 months of continuous employment. Less if employed in the same field or position.
5. A minimum of 2 years continuous, positive, verifiable rental history / or mortgage history is requested.
6. Not all properties are pet friendly. If the property owner does allow pets, then the pet must be approved at the sole discretion of the property management company (photo of pet required). No aggressive breeds are allowed based on insurance coverage. Pet deposit amount will be based on the size and breed of the animal.
7. All properties are smoke free.
8. Rent is paid via ACH through a Tenant Portal called Propertyware.
9. All advertised rental amounts are based on a 12-month lease, unless specified.

Renter's insurance policy required for all properties.

_____ Applicant's Initials



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Fees and Deposits A \$65/application fee (non-refundable) is required to begin processing. This is per application, NOT Applicant.

Security Deposit Required The security deposit required for this property is:
\$ _____ Property address: _____
plus, any additional pet or other deposit requirements.

Once an application has been approved, the tenant(s) will be notified by phone or email. The tenant must make arrangements with Realty Network to deliver holding charge to secure the property. This charge, once paid, will be deducted from the total amount of deposit required. Once the holding charge is received by Realty Network, the property is taken off the market and all other inquiries are canceled. Now that the property is secured by the new tenant, the lease agreement and all other supporting documents will be compiled. The new tenant(s) will need to sign the lease agreement within 2 weeks of paying the holding charge unless a specific date was agreed upon prior to approval of the application.

Realty Network is proud to be a responsive and customer friendly establishment, standard turnaround time for application processing is 2-3 days however that depends on many contributing factors outside of our control. We do our best to keep applicants updated on status however contacting our office more than 3 times during this short period of processing will result in immediate denial of application without refund.

CASH WILL NOT BE ACCEPTED AT MOVE-IN

_____ Applicant's Initials