

**All items below MUST be provided BEFORE property manager will review:**

1. Application Fee : \$85 for applicant and spouse,\$40 for each additional occupant that is 18 years or older
2. Rental Application completed in its entirety to include : Property Address,Move in date, Monthly Rent, Pets, etc
3. Verification of Rental History completed (if applicable)
4. Copies of Driver License/ID for ALL occupants 18 & older
5. Proof of Income (pay stubs for the last 30 days will be sufficient)
6. Any additional documents property manager MAY require to obtain approval (ASAP)

**Please Note :**

- We require a minimum qualifying credit score of 650, anything lower is accepted with owner approval ONLY.
- Inform the property manager that you have sent in your completed Rental Application immediately
- Property manager will do their best to inform you of an approval or denial as quickly as possible. Some information may take longer to obtain (background check, Rental History returned, etc) and can hold the process but know that we are working to get you approved!
- Should your application be for an occupied property, the current occupant takes precedence. We will keep you notified of any changes of Move-in Date should the current occupant not vacate in time due to unforeseen circumstances.
- There is a chance that we receive more than one application for a property. Decisions will be made on a first come first serve basis (of fully executed requirements listed above)

**Should your application get approved :**

- Property manager will inform you IMMEDIATELY of the approval and next steps.
- You will be given the list of utilities associated with the home, that MUST have a Start Date of your anticipated move-in date.
- All fees and documents required to move forward with the home will be provided IMMEDIATELY for review and signatures. Should documents and fees NOT get paid or returned in 24 hours, the property manager has the right to accept another rental application.
- We will allow a Start Date on your lease to be up to 14 days out from application approval. Anything beyond that must be approved by the owner PRIOR to accepting an application (so please note your Move in Date accurately on your application)
- Once the Holding Fee is paid, we will take the property off of the market. This entire fee is non-refundable once paid.
- You will have a Security Deposit and a Non-Refundable Admin Fee that equals one month rent that MUST be paid prior to moving in. \$200 of this deposit is considered the non-refundable admin fee (see Non Refundable Holding Fee Disclosure).

- Should you have pets that are approved, ALL pets fees are Non-Refundable and MUST be paid prior to moving in. Should ANY of these fees not be paid, you will be considered in default and the lease/rental application approval will be terminated immediately.

**I have read the above and agree with all of the conditions :**

\_\_\_\_\_  
**Applicant Signature (Date)**

\_\_\_\_\_  
**Applicant Signature (Date)**

**Received by :** \_\_\_\_\_ **on** \_\_\_\_\_

**Broker/Owner : Jennifer Holt  
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rentals.owlseye@gmail.com**