**\*\*\*RETAIN THIS PAGE FOR FURTHER INSTRUCTIONS**

**JACK Investments, LLC**

Oley, PA 19547

Kimberly Von Dohren

Info@jackinvestments.com

**Rental Application Process**

1. **Complete Application in full.** Please pay particular attention to the following:

* Page 1: Box at top of page – print your name, the date and sign.
* Pages 3 & 4: Be sure to print your name at the top.
* Pages 1-3: Initial bottom left.
* Page 4: Initial all lines under #16, sign and date at the bottom.

1. Provide your 2 most recent pay stubs or other proof of income.
2. Provide a copy of your driver’s license or photo id and an **email address**.
3. If it is determined that you are an eligible candidate based upon your application, you will receive an email to grant us access to view your **credit report, criminal background check and eviction history**. You will have to pay a fee to Smart Move by Trans Union in the amount of $45 per applicant.
4. If approved, you will be notified and asked to bring a payment equal to one month’s rent **(deposit)** to prevent further showings. This is due immediately to hold the property and stop future showings.(Cashier’s Check or Money Order only, payable to JACK Investments, LLC)**\*Under no circumstances will the deposit be refunded, should you choose not to rent the unit.**
5. Remaining **balance is due in full** at lease signing and must be paid with a cashier’s check.
6. If you intend to bring any of your own appliances, you must notify usprior to lease signing.
7. You must secure renter’s insurance prior to lease signing. **JACK Investments, LLC must be named as an additional insured on your renter’s insurance policy.** Proof of paid coverage must be provided no later than lease signing.
8. Lease signing must occur prior to or on the date the lease begins.
9. You must transfer the electric into your name with First Energy 800-545-7741, and the gas with UGI (online is easiest method) effective as of the first day of the lease. Call at least 5 days prior to the lease start date. Provide landlord with the **account numbers** at lease signing.
10. Lease signing occurs at the property unless other arrangements are made.

Please note: **We will not accept personal checks for deposits or first month’s rent.**