

L. HOLLIS PROPERTY MANAGEMENT

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January 4, 2021

To: All Applicant/s

From: L. Hollis Management

Re: Process & Procedures Post Covid-19 – Applying for Rent

Dear Sir/Madam;

In order to be as safe as possible during a pandemic the application process has been streamlined and is hopefully easier on everyone involved.

The process is as follows:

1. Print or complete the application from the website.
2. Look over all the pages of the application before completing.
3. **Complete the application.**
4. Include a copy of proof of Identification (I.D., License, Passport, etc.)
5. Include copies of 1 months proof of income (check stub, bank statement, etc.)
6. You can mail, email, fax or upload to the site all the documents you've gathered. If you decide to fax or email or upload, the documents, the originals must be eventually submitted, when the in-person physical viewing takes place.
7. The verification and reference checks can take anywhere from 5 – 10 day. During this phase you should get estimates on required and mandates Renter's Insurance policy.
8. If you are selected, you will have the opportunity the physically view the rental and address any questions, concerns or issues.
9. If the process continues, here is when you want to purchase the required renter's insurance policy. (Up to \$100 can be deducted towards move in fees. Ex: Policy costs \$150, I'll give credit so your cost only \$50).
10. Make an appointment to sign rental agreement. By this point, all original documents should be submitted, renter's insurance policy should be enforce, have a money order/cashier's check for rent and deposit.
11. Get keys! Welcome Aboard!