



ALL – PRO REALTY: Rental Process, Revised May - 2023

What Prospective Tenant(s) need to know:

Each person over the age of 18 who will reside in the property as well as any guarantors/co-signers of the lease will need to complete an application and may be asked to submit information for a credit report, background check, reference check as well as to submit documentation of proof of income to apply for a property. Your data privacy is our concern. We use a secure third-party company, **RentSpree** to process all requests for personal information, documentation, and support for items related to the rental application process. We also use **DocuSign** as our digital e-Signature platform.

PROCESS

Document 1) Consent To Electronic Delivery of Rental Documents. A two-page document that states your consent to electronically / digitally receive ANY / ALL rental documents pertaining to the transaction. It can be signed in person or via DocuSign. The document needs to be signed by ALL prospective tenants.

Document 2) Rental Brokerage Fee Disclosure Form. A one-page document confirming your understanding of the rental fee being charged and when it is due. Rental Agent will sign document and then each applicant also needs to sign this document.

Document 3) Rental Application (RentSpree). If after a physical viewing of the property you would like to apply for occupancy, an invitation / link to apply will then be emailed to each applicant. Each applicant must have their own unique email address. You will be asked to answer questions about your work history, rental history, and contact information. Requests will also be sent from this platform to your personal and professional references and you would be asked to upload documents that allow for income verification such as your two most current pay stubs, a copy of the front and back of a government issued ID and the two most current month's of bank statements. You may also be asked to consent to a credit report, background check and eviction report if property owner uses these items for their rental process.

781-894-0094

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**740 Main St.
Suite #107
Waltham, MA
02451**



Summary and Presentation to property owner: At this point all information, any conditions to be requested, supporting documentation, and feedback from references will be compiled for presentation to the owner.

If tenancy is offered by owner a draft lease would then be shared with prospective tenant(s) for review. Lead Paint Notification / Certification Form & Brochure would also be sent to prospective tenants for review. If all parties agree to the terms of the lease, a final version would then be sent out for signature of the owner and all prospective tenants and any applicable guarantors.

LEASE EXECUTION: All Monies are due upon lease signing. If you intend to digitally sign your lease you should expect to supply required monies either by making an appointment with agent to physically receive funds in the form of **bank check(s) or cashier's check(s)**. A receipt for all funds received would be itemized and supplied to tenant OR funds may be mailed / overnighted to:

All-Pro Realty 740 Main St. Suite #107 Waltham, MA 02451

A copy of the fully executed lease and all supporting documents would be supplied to each party with one copy held at All-Pro Realty office.

KEY EXCHANGE: Agent will work with new tenants to arrange a key exchange before taking occupancy of the unit.

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A large, light green outline of a house is positioned on the right side of the page. Inside the house outline, there is a graphic of a window consisting of four small green squares arranged in a 2x2 grid.

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