



THE HARRISON TEAM

## Rental procedure, what is required:

### Application:

- Background and credit check, for all tenants that are applying over the age of 18. (\$40 for each tenant-nonrefundable) A link and instructions will be emailed to you if you decide to apply.
- 3 recent pay stubs for each tenant (and co-signer if applicable)
- Copy of Government issued ID for each tenant (and co-signer if applicable)
- (Optional) Employment Verification letter for each tenant (and co-signer if applicable)
- (Optional) Bank statements

### If Accepted:

- Tenant responsible for 1.5 security and first month's rent upon signing the lease. (Bank Certified Checks only)
- Tenant responsible for 1 month Broker fee upon signing lease. (Bank Certified checks only)
- Tenant responsible for current rent upon signing lease. (Bank Certified checks only)

*Will be instructions on who to make out the checks to.*

### Documents required to sign before applying:

*Will be sent to you, via DocuSign for signatures.*

- BUYERS'/TENANTS'HOLD HARMLESS AND RELEASE REGARDING COVID-19
- PA NJ NY Affiliate Services Disclosure Notices and Elections for Consumer
- Consumer Information Statement (CIS)
- PA NJ NY Refreshed and updated PA NJ NY Consumer Wire Fraud Advisory
- NJ NY Affiliate Services Advisory
- Informed Consent to Dual Agency
- Tenant Agency Agreement
- NJ Wire Fraud Notice
- Lead Based Paint Disclosure (if applicable)

### Documents required to sign after accepted:

- Lease Agreement
- W9 (for security deposit)

*If you have any questions, you can contact me at 212-961-6329 or at elina@elinaharrisonrealestate.com*

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