

**These items are needed to begin and complete the application process. To speed the process we have listed the requirements that will get your application processed as quickly as possible. We know you are anxious to hear about your application but we cannot process incomplete applications.**

1. Completely fill out **one application for each adult** (18yrs+) and must include signatures of all applicants.
2. Complete each application fully and legibly. If we cannot read information your application is delayed. Submit your application(s) and **application fee of \$50** which is **non-refundable and \$20 for each additional adult 18 years and older.**
3. If you have a pet you need to fill out the pet application form and pay the fee per pet, provide a picture and vet papers for proof of breed.
4. Applications payable in Cashier's Check, Money Order, Cash or call our office to pay by Credit Card. **(NO PERSONAL CHECKS will be accepted.)**

**The following must be included with application in order to process the application:**

- **Two years rental/residence history with current Landlords name and phone number** for each adult applicant(s); please indicate if you are the property owner.
  - **Current pay stub(s)/proof of income for each adult applicant(s).** One month period. In some cases (ie. self-employed or etc.) we may need tax returns for the last 2 years and bank statements for the last six months. If including social security or disability income we need to see the award letter.
  - **To qualify the rent amount cannot be more than 30% of your monthly gross income .**
  - **A legible copy of a driver's license or photo ID for each adult applicant.**
5. Please inform your employer that we will be contacting them regarding your employment verification. We appreciate them responding as quickly as possible to our request for verification of employment so we can finish processing your application.
  6. If you are working with a real estate agent, your agent must include their business card, agent ID and broker's ID numbers with the application in order to receive their commission check.
  7. If credit is below our company standards a risk mitigation fee will be charged.

We can receive multiple applications for one property, so if there is more than one qualified applicant, the property will go to the first qualified person to bring their holding deposit to our office.

**Once approved for the property:**

The holding deposit is due. **WE WILL NOT HOLD PROPERTIES UNTIL YOU BRING IN THE HOLDING DEPOSIT.** Once the lease is signed the holding deposit will be converted to your Security Deposit. **SINCE THE HOLDING DEPOSIT IS NONREFUNDABLE,** please make sure that you are certain about renting the property. **All lease signings must be done in our office.** All initial funds must be in the form of a cashier's check or money order as we do not accept personal checks or cash. If move in date is after the 1st of the month pro-rated rent will be charged in addition to the first full month's rent.

You are required to provide us with a copy of renter's insurance, or purchase liability insurance through Great American Insurance for a cost of \$12.50 per month and can be paid along with your rent.

We look forward to helping you. If you have any questions, please call our office at 248-808-6550 between 9am and 5pm. Thank you.