

APPLICATION PROCESS

1. ITEMS TO PROCESS APPLICATION

Below is a list of items we will need to process your application. You may email these to James Cottrell – Broker.

- Completed Application for each Adult
- Photocopy or picture of driver's license of all adults
- Pay stubs for most recent 3 months or offer letter if starting new job
- Last three most recent bank statements
- Employment verification form
- Please provide the EXPERIAN report and FICO score for each adult

2. ONCE **SELECTED**

We will run your credit report and implement a background report by AAOA once we receive the application fee of \$50 for each adult. You may pay this by Zelle using the email (To Be Given) or in person by money order, Cashier's check, or cash. Before running your reports, you will receive an email by AAOA to approve the reports.

3. ONCE **APPROVED**

Holding Deposit form signed within 3 days

The Holding Deposit is 2.0x rent and can be paid via Zelle if by a single transaction, money order, Cashier's check, or cash. No checks.

The Holding Deposit becomes the Security Deposit after Check-in.

4. ITEMS NEEDED **AT CHECK-IN**

- First month's rent paid via Zelle if by a single transaction, money order, Cashier's check, or cash. No checks for first month
- Proof of Renter's Insurance
- LeaseGuarantee by AAOA (fee required) (Optional)