

Rental Process in 4 Steps **Updated: 2/13/24 2:40 PM**

- Step 1: Tenant must visit the property and approve of the property and the neighborhood.
- Step 2: Each person signing the lease will supply:
- A. Completed and signed Rental Application (available on my website, see below), and
 - B. Valid ID (Example: valid US driver's license copy in color, both front and back <OR> valid US Passport copy), and
 - C. Proof of income history (Most recent W2s <OR> paycheck stubs for the last two pay periods <OR> first 2 pages of filed tax returns). We are sorry, but bank statements, deposit slips, etc. cannot be used as proof of income.
- Landlord will check for valid ID, run a regular credit report and verify income history, and optionally other reports (as necessary). Proof of income showing gross household income must be greater than 3 times the monthly rent payment. A lease application fee of \$35 may be required.
- Step 3: Landlord (if all tenants are approved) will offer tenant a LEASE PROPOSAL (no one signs this)¹. Tenant's credit, income, and other qualifications will be reviewed to determine the terms of the lease. The lease proposal allows the tenant to review the terms of the lease as proposed. A recent "boilerplate" of a blank full lease is available on the website as an example.
- Step 4: Once LEASE PROPOSAL is approved by both tenant and landlord, a non-refundable deposit to HOLD the property may be required (if one is already being held, it now becomes nonrefundable), then a lease is prepared. Then:
- A. Leases are signed, and initialed with notary <OR> remotely signed with DocuSign (each signer must have their own distinct email address). Tenant and Landlord each get an original lease, <OR> online copy, AND
 - B. All preoccupancy deposits are paid in cleared funds (cash, cashier's checks, online payment, or money orders), AND
 - C. Tenant will arrange for "turn on" of all utilities (except garbage, which is already on) for the agreed-to date.
 - D. Tenant and Landlord will arrange for key turnover and tenant inspection. Tenant will complete their move-in inspection (without Landlord) and provide a copy of that inspection to Landlord as a record of the property at move-in.
 - E. Payment of commission to licensed, arm's length realtor will be made.

¹ If Landlord declines to offer a lease proposal for any reason, then any deposits, except for the application fee will be returned to tenant.