



Application Instruction

Dear Applicant(s):

Thank you for your interest to apply a property that we manage. We are delighted to process your rental application and will be presenting to landlord(s) for their final approval. Please read carefully and submit a complete application packet together with the require documentations and return to us at your earliest convenience. We shall not process your file if any one of the items is missing.

1. Rental Application Form
2. Copies of your Government issued I.D. and Social Security Card
3. Proof of Income (most recent pay stub cover 2 months)
4. Proof of Income for Self-Employed (most recent tax return covers 2 years)
5. Proof of Assets (most recent financial statement covers 2 months)
6. Non-Refundable Application Fee (\$60.00 per Adult / Applicant) in certified fund or Zelle
7. ** Non-Refundable Withholding Deposit (after application approved by landlord)

Credit History Report is major role of your application, we WILL NOT run your credit unless your application fee is received by our office. The processing time would typically take 2-4 day based on how quick we get respond from your current employer and landlord.

Once your application is accepted by landlord(s), you will have **up to 24 hours** to submit the Withholding Deposit to secured the property. We shall remove the listing from MLS system upon Withholding Deposit is received. Your Withholding Deposit would apply to your Security Deposit upon move-in.

Should you applicant(s) decided to cancel and withdraw the application after the Withholding Deposit is submitted to our office, the **Withholding Deposit will not be forfeited** to landlord(s) and **WILL NOT be refund.**

Landlord(s) reserves the right and can reject the application after the Withholding Deposit is submitted to our office. The Withholding Deposit is 100% fully refundable to applicant(s), however the Application Fee will not be refunded in full.

Please sign below for your acknowledgement all the above and fully understand and in agreement.

Name (Print)

Signature

Date

Name (Print)

Signature

Date