

HELPFUL INFORMATION FOR SUBMITTING YOUR RENTAL APPLICATION

The following information will help us in processing your rental application as quickly as possible:

1. Please fill out the rental application in its entirety and please don't forget to sign it.
2. Along with your application please submit the application fee in the amount of \$40.00 for each individual.
3. Within 24 hours after your rental application is approved you must present us with a Certified Check or Money Order in the minimum amount equal to one month's rent as your Security Deposit. If the funds are not received within that time frame, the premises will be returned to the rental market.
4. Income guideline: your monthly gross income should be at least 2 times the rent amount.
5. Roommate guideline: each adult applicant shall qualify individually. Sorry, we don't combine your incomes to make the minimum income guideline.
6. We will need a copy of your photo ID.
7. We will need your current, as well as former landlord's name, address and phone number. If you now own your home, we will need mortgage information. We will also need documentation regarding your plans for that home (i.e. copy of listing for sale, copy of sales contract, copy of lease agreement)
8. CIVILIANS: We will need your current employer information as well as copies of your recent pay stubs. NOTE: If you are self-employed, we will need your tax return(s) for the previous two (2) years.
9. MILITARY PERSONNEL: We will need a copy of your most current LES and a copy of your current transfer orders.
10. If you are relying on "other" income, i.e. Social Security benefits or Child Support, we will need a copy of the document stating your benefits.

The Property Manager whose property you are applying for will process your application. Your credit history along with your landlord references and your employer references will be evaluated in qualifying you to rent the property. If we receive all information needed and it can be verified easily, the application process will normally take 24 to 48 hours. We will contact you immediately upon completing the process to discuss the results with you. Thank you!

Pyle Realty