



REAL ESTATE TEAM

## HOW TO SUBMIT AN APPLICATION ON THIS LEASE PROPERTY:

Thank you for your interest in our Lease Property. We would like to make this process as simple as possible for the applicant. See below the items we will need prior to beginning our application process.

- Submit APPLICATION and all supporting documents to:

[Lalo@KW.com](mailto:Lalo@KW.com) and copy [leases@hsquaredrealty.com](mailto:leases@hsquaredrealty.com)

***\*DO NOT SUBMIT to Michael Harrell\****

- Complete & submit a legible Residential Lease Application, (TAR 2003) , for ALL applicants over the age of 18 that will be living in the home:
  - Ensure that, the “**Authorization to Release Information**”, **pg.4** - must be filled out completely
  - Make sure to provide each applicants email (this is necessary for the application process)
- Submit copy of government issued/valid photo ID for EACH applicant
- Submit 3 most recent Paystubs, for EACH EMPLOYED applicant
- Bank statements for previous 3 months to be submitted If applicant is unemployed or CANNOT provide Paystubs
- Please insure your client has NOTIFIED their current property manager of intent to vacate (if they have not, the property manager will not release any information on their rental history, which will result in a halt on the application process
- No responses after 5pm. Please do not expect a response to application until next business day.
- ONCE ALL REQUIRED DOCUMENTS ARE SUBMITTED, there will be a minimum 3 business day turnaround for processing & results.
- Email your application to: [Lalo@kw.com](mailto:Lalo@kw.com) and copy [leases@hsquaredrealty.com](mailto:leases@hsquaredrealty.com) to ensure a prompt response
- Application fee (as indicated in MLS) can only be provided by certified funds, or by using PayPal. Please make payment to [HSquaredRealEstateTeam@gmail.com](mailto:HSquaredRealEstateTeam@gmail.com) via PayPal.

**PLEASE NOTE:** Incomplete applications WILL NOT begin to be processed until everything above is submitted to us in a SINGLE email. Sent by the AGENT representing the applicant.

### **SPECIAL INSTRUCTIONS FOR APPLICANTS WITH PETS:**

- Complete & Submit with Application:
  - Pet Agreement
  - Copy of Vet Records
  - Current Photo of Pets

**REMINDER:** ONCE ALL REQUIRED DOCUMENTS ARE SUBMITTED, there will be a minimum 3 business day turnaround