

KEEP THIS SHEET FOR REFERENCE!!

Coldwell Banker Reeves Property Management

Rental Property Application Process

(The property manager is an agent of Coldwell Banker Reeves and operates in a dual agency status. This agent-manager represents both owner and tenant in all negotiations.)

Look and ASK About...

Please ask questions about the property (gas, electric, included appliances, location, etc.)

Rent per month amount

Security deposit amount

Pet Charge (Pets are considered on a case by case basis only.)

Non-smoking/smoking

Number of people allowed in home

(All information is subject to change. Please make sure you confirm the information you need before signing your lease agreement.)

Complete the Application...

ALL applicable information must be listed for the application to be considered. Employer and landlord information is required including phone numbers. Your application is not complete without this.

Submit...

Completed application

Copy of Drivers License or State ID (We can make copies at our office for you.)

Copy of the last four pay stubs **with year to date statement** from each applicant's employer

If applicable include any VA, SSI statements, housing assistance vouchers or other income verification

All adults that will be in the household must apply and must sign the property lease.

Applications are considered on a first come first served basis.

You must submit the listed information to have your application considered.

After submitting your application, the approval process may up to 7 working days to complete. We will call or text you to let you know if it has been accepted or denied. If you do not have voicemail on your cell phone or other phone you must contact us for updates.

Lease Signing...

A copy of all utility deposits and change of utility accounts to your name must be provided prior to lease signing. First month's rent and all **deposits/charges must be made in cash** at signing. Please allow a three to four hour window to complete forms and to complete a property inspection with the agent manager.

For further information contact:

Curtis Brower

Coldwell Banker Reeves Property Management

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