

# Realty Pros, LLC

## Application Requirements to lease property and procedures

**PLEASE READ:** Please go to [www.realtyprosllc.net](http://www.realtyprosllc.net), click on “Contact Realty Pros”, and provide your information on that page to schedule a showing prior to filling out this application. We will not set appointments to view properties over the phone without the “Contact Realty Pros” page being filled out first. You are required to contact Mike Nichols to schedule appointment once the “Contact Realty Pros” page is filled out within 24 hours for request to be valid. If you do not call within 24 hours, we will move to the next request.

The following items are required on EACH applicant (tenant and co-tenants) to be considered for approval to lease a property from Realty Pros, LLC:

1. **“Application to Lease Property”** must be completely filled out and all questions answered. A separate **“Applicant authorization and consent for release of information”** must be signed by **each applicant** for credit and background checks.
2. Provide copy of **valid picture ID** (Drivers License) on all applicants.
3. Provide proof of all income (W-2 and current paystub with YTD earnings, or 2 years tax returns if self-employed).
4. Rental reference from current or previous Landlord in writing.
5. A \$35.00 (per applicant) application fee for credit report and background check.
6. Realty Pros, LLC may require additional information to approve application.

**All information should be emailed or faxed to Mike Nichols at rental@realtyprosllc.net or 844-331-1348 fax.** Realty Pros will not hold a property without an approved application. IF application is approved, applicant(s) must schedule a lease signing appointment within 5 days of approval. If additional time is required by applicant(s) (additional time must be approved by Realty Pros, LLC) to set up a lease signing appointment, applicant(s) must pay the required security deposit in advance. All utilities that are on in Landlords name **must be transferred** into applicant(s) name by the day of lease signing. Applicant(s) will not be allowed to take possession of property until proof of utility transfer is provided to Realty Pros, LLC. You may call **Mike Nichols at 205-665-2828 Ext. 1** if you have any questions concerning the application and credit score requirements. **Providing all information above will not guarantee an application approval.**

# Realty Pros, LLC      Application to Lease Property

(A valid picture ID must be submitted with this application for it to be valid. Application fee is non-refundable)

**ALL PROPERTIES HAVE A "NO PET POLICY". IF YOU HAVE PETS DO NOT FILL OUT APPLICATION UNTIL YOU SPEAK TO MIKE NICHOLS ABOUT OUR PET POLICIES IN MORE DETAIL.**

**Applicant** Name \_\_\_\_\_ \* SS# \_\_\_\_\_

Date of Birth \_\_\_\_\_ Work # \_\_\_\_\_ Cellphone # \_\_\_\_\_

Email Address \_\_\_\_\_ Employer \_\_\_\_\_

Current Address \_\_\_\_\_

**Co-Applicant** Name \_\_\_\_\_ \*SS# \_\_\_\_\_

Date of Birth \_\_\_\_\_ Work # \_\_\_\_\_ Cellphone # \_\_\_\_\_

Email Address \_\_\_\_\_ Employer \_\_\_\_\_

Current Address \_\_\_\_\_

**Including applicant(s)**, number of people that will be living in home? \_\_\_\_\_

Are you currently in a bankruptcy? \_\_\_\_\_ Have you ever been in a bankruptcy? \_\_\_\_\_ (You may be required to provide Discharge papers if you were in a previous bankruptcy.)

Are you current on payments with your present landlord or home mortgage? \_\_\_\_\_

If you do not currently rent or own, please explain your current living situation \_\_\_\_\_

Address of property you are interested in leasing? \_\_\_\_\_

Please email all information to **rental@realtyproslc.net** or fax to **844-331-1348**. Call Mike Nichols at 205-665-2828 Ext. 1 with any questions. By signing below, you hereby authorize Realty Pros, LLC to obtain information about you from credit agencies, current and previous landlords, employers, and personal references. \*Your social security number and other information provided will be used to obtain a credit report and criminal background check. In the event an eviction is filed or a judgment for collections of rents, damages to property, etc. is filed, your social security number and other personal information will be used for filing and credit reporting purposes. This information is kept strictly confidential.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant

Co- Applicant

## APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

**This release and authorization acknowledges that Realty Pros, LLC** may now, or any time while I(We) am leasing, conduct a verification of my current and previous tenant history, current and previous employment, credit history, contact personal references, and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the Tenant(s) requirements.

The results of this verification process will be used to determine tenant eligibility under **Realty Pros, LLC** tenant policies.

**I(We) have read and understand this release and consent, and I(We) authorize the background verification.** I authorize persons, schools, current and former employers, current and former landlords, and other organizations and Agencies to provide **Realty Pros, LLC** with all information that may be requested.

I(We) hereby release all of the persons and agencies providing such information from any and all claims and damages connected with their release of any requested information. I(We) agree that any copy of this document is as valid as the original.

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Applicant Signature

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Co-Applicant Signature

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Printed Name

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Printed Name

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Date Signed