

What to turn in with your APPLICATION- (Check off as you gather the information required for your application)-

\$15.00 (Non-Refundable) Application fee

- **NO CASH** accepted **FOR PAYMENTS**
- Must be paid **certified funds, no personal checks.**

Valid state issued photo ID

- Ex: Driver's license, passport, or identification with valid photograph

Proof of income for the last 30 days

- If you claim any income, you must be able to verify it.

(If) Section 8: need a copy of your Voucher

- *All Section 8 leases are TWO YEAR leases*
- *all other leases are for 1 YEAR*



Important information you need to know:

- Application fee may be applied towards any property
 - Example: *IF original property applied for is rented before application process is complete*
- Please allow at least 48-72 hours for your application to be processed.
 - Processing time is dependent upon information received on the application and *response to landlord verifications.*
 - We cannot guarantee response time for previous landlords/mgmt. companies and others.

NOTE: Applications are only held actively on file for 30 days from submission date.

IF APPROVED:

IF APPROVED: Payment for SECURITY DEPOSIT is **REQUIRED** to be in a **separate payment** FROM the FIRST MONTH RENT payment. **IF NOT MADE OUT IN SEPARATE PAYMENTS-We will NOT ACCEPT!**

By signing below, I hereby acknowledge that I have completely read and fully understand the application Guidelines for Eisaman Property Management. Also, it is understood that the application fee of \$15 will not be returned if I am not accepted as a resident and that my application may be denied if any landlord references are unfavorable.

Applicant Name

Applicant Signature

DATE