



LEASE APPLICATION INSTRUCTIONS

Thank you for using HOMEMAX PROPERTIES in the search of your rental home. To maximize the chance of success of your Lease Application, please follow the guidelines below:

FILLING OUT THE LEASE APPLICATION

1. Make as many copies of the Application as persons over 18 years of age that will occupy the property, and fill each individually, making sure that the information is consistent across the board.
2. Leave blank the first two lines of the Application (Property Address, Move-In Date, Monthly Rent, Security Deposit), since in all likelihood you will have to reuse the same document to apply for multiple properties.
3. Fill out all the information requested, don't leave any blank items. Enter "N/A" where needed. Write neatly and clearly, since the Application will probably have to be faxed / scanned more than once, and may lose resolution at each stage.
4. You are the "Applicant", and every other person over 18 years of age that will occupy the property is considered a "Co-Applicant" and is required to fill out a separate Application.
5. Verify all phone numbers, street addresses, email addresses etc. before entering the requested information. Landlords do check all this information and if a phone number provided is not a working number (for example), this will affect adversely the leasing decision.
6. The "Emergency Contact" cannot be one of the persons that will occupy the property.
7. Page 3 of Application – Simply sign and date, and leave everything else blank unless instructed otherwise.
8. Page 4 of Application (Authorization to Release Information Related to Residential Lease Applicant) - Fill in your name on the first line, leave everything else blank unless instructed otherwise, and sign and date on the bottom.

SUPPORTING DOCUMENTATION

The strength of the Lease Application is highly dependent on the amount and quality of the supporting documentation. Please provide the following information to attach to the Application:

1. Scanned color copy of Driver's License for all Applicants (photo with a Smartphone usually acceptable).
2. Copy of SSN cards for all Applicants. If the Applicants are not U.S. citizens or legal residents, copies of the pertinent pages of passports or other government-issued IDs will be required.
3. Copy of Paystubs covering the last 30 days, for all Applicants. If the Applicant is self-employed, provide copy of the last year's Tax Return. Additionally, a self-employed Applicant is encouraged to submit a current

Financial Statement of his Company, showing the level of revenues vs. expenses. Or any other information that shows that the self-employed income is stable and able to pay for the monthly Lease. If a brand new job is stated in the Application, a copy of a Job Offer Letter will be required.

4. If you have pets (and the property allows them), please provide a color picture of the pet(s) standing right next to you (typically a couple of pictures taken with a Smartphone will be sufficient).

5. Bank Statement showing a balance of at least the first month of the Lease, plus the required security deposit, plus the Application fee, or other documentation showing enough cash reserves to pay for these expenses. (For example, a copy of a cashier's check for the whole amount will typically be sufficient).

6. Any letter explaining any detrimental factor on the Lease Application (previous foreclosure, bankruptcy, low credit score, new employment situation, lack of verifiable current housing situation, etc.) is always highly recommended.

7. Optional but very useful - A letter from the current employer stating position, compensation, length of employment. A recommendation letter from current landlord stating that the Applicant pays on time and is on good contract terms.

OTHER SUGGESTED ACTIONS

1. Let your current landlord and employer know in advance that they may be contacted regarding the Lease Application.

2. If you are scanning or transmitting digital files, please note that the PDF format is the preferred format for files. Any other format used (jpeg, png, etc.), may not be acceptable due to being low-resolution.

3. Please place Application pages in order before transmitting to us. The correct order is: the Lease Application per se (4 pages) for all Applicants/Co-Applicants, and then the supporting documentation per person (main Applicant first).

We thank you for following these guidelines, as they will ensure that your Lease Application will be favorably reviewed by the pertinent decision-makers. Please don't hesitate to give us a call should you have any additional questions.

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