

FOWLER & FOWLER, REALTORS®

APPLICATION PROCESS

1. THERE IS A TWENTY-DOLLAR (\$20.00) NON-REFUNDABLE APPLICATION FEE.
2. INCOME PER MONTH MUST BE AT LEAST ONE-THIRD (1/3) OF THE MONTHLY RENT.
3. WE MUST SEE DRIVER'S LICENSE OR SOME OTHER FORM OF PICTURE ID AND A SOCIAL SECURITY CARD OR SOMETHING WITH APPLICANT'S SOCIAL SECURITY NUMBER ON IT. IF YOU DO NOT HAVE A SOCIAL SECURITY NUMBER, WE MUST SEE YOUR TAX ID CARD. PHOTO ID IS REQUIRED.
4. IF YOU CANNOT SPEAK ENGLISH, YOU **MUST** HAVE A TRANSLATOR PRESENT TO ASSIST IN THE RENTAL PROCESS.
5. WE VERIFY EMPLOYMENT, CALL PRESENT AND PAST LANDLORDS FOR RENTAL REFERENCES AND DO A CREDIT CHECK.
6. OUR POLICY IS **NO PETS** UNLESS A PARTICULAR OWNER INSTRUCTS OTHERWISE. IF A PET IS ALLOWED, THERE IS A NON-REFUNDABLE PET FEE FOR EACH PET.
7. WE DO NOT ACCEPT CASH. **SEPARATE MONEY ORDERS ARE REQUIRED FOR FIRST MONTH'S RENT AND FOR SECURITY DEPOSIT.** AFTER THE FIRST MONTH WE WILL ACCEPT PERSONAL CHECKS OR MONEY ORDERS.
8. TENANT CANNOT RECEIVE KEYS UNTIL RENT AND SECURITY DEPOSIT ARE PAID AND TENANT HAS HAD UTILITY SERVICE (ELECTRIC, WATER AND GAS) TURNED ON IN HIS/HER NAME. WE MUST SEE A RECEIPT OR A LETTER FROM THE UTILITY COMPANY STATING THAT UTILITIES ARE ON.
9. **RENT STARTS THE DAY THE APPLICATION IS APPROVED.**

ADDRESS: _____ RENTAL RATE:

SIGNATURE: _____ DATE:

