



D. Basile Real Estate, LLC
Residential - Commercial
Asset Management - Investments
www.dbasile.com

Application Process

Please fill out the Application at www.PolsinelliProperties.com & if you have a pet(s) or Service

Animal(s) please go to <https://dbasile.petscreening.com/>

A Complete Credit, Criminal & Eviction History will be processed online.

Current and Past landlords may be contacted as references.

Employment verification must be included with your application. A letter of employment or past pay stub may be submitted. (We look for 2.5-3x the rent per month, before taxes)

References may be contact as needed.

If you are aware of any credit issues please provide a detailed letter on a separate piece of paper of an explanation of your situation so that we get a better understanding of your circumstances.

All Owners give final approval for all applicants.

Once an applicant has been approved, applicant has 3 business days to pay the Security Deposit and sign the lease agreement which will take the property off the market.

Required Before an Application is Processed:

- An application is submitted **online** for all adult applicants.

The following items must be dropped off at our office or emailed to ginafashano@gmail.com

- **\$55.00 Application Fee** for each occupant over the age of 18 must be in the form of **cash, money order or cashier's check** payable to **D. Basile Real Estate, LLC** or send by PayPal using paypal.me/DBasileRealEstate
- Copy of your Driver's License
- Copy of Social Security Card
- Verification of Employment and/or paystubs
- **No personal checks** will be accepted for the application fee, only money orders, cashier's check, cash, or PayPal will be accepted.

DO NOT SEND SCREEN SHOTS OF YOUR PHOTO ID(S), PAYSTUBS VERIFICATION OF EMPLOYMENT OR ANY OTHER DOCUMENT(S) YOU HAVE TO SEND.

Within 3 business days of approval, your Security Deposit must be paid in the form of **money order or cashier's check** payable to **D. Basile Real Estate, LLC**, the lease agreement will be sent through DocuSign and esigned by all tenants. Once the Security Deposit is received and the Lease Agreement is signed the property will be taken off the market. First Month's Rent, Pet Fees and any additional fees must be paid AND the utilities (Water & Power) must be transferred into Tenant's name before the keys will be released on the lease start date.