

Rental Application Instructions

Pristine Property Group

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APPLICATION STEPS:

1. Applicants must have seen the property either in-person or via virtual tour with an agent – no sight unseen applications will be accepted.
 - There is a \$90.00 non-refundable fee per applicant to run applications.
 - A **separate application** is required for each adult 18 yrs and older – including children living with parents.
 - Full name of each applicant, and a **separate email address** is required. The system will not accept one email address for multiple applicants.
2. Review criteria sheet.
 - Credit score must be 650-675 minimum to be considered
 - If applicant has a freeze on their credit, it MUST be unfrozen before applying or they WILL be charged for the second credit report.
3. Applicant must email us with the **full names and separate email addresses** of all occupants 18 yrs or older to have the application link(s) sent to them.
4. Each applicant will then receive an email invitation to complete the application process online. Once the link is provided, please start your application process. You will need to make the application fee payment through the application link with a bank account and you will be required to upload the following documents into your application process:
 - Photo ID's for each applicant
 - Proof of Employment/Income
 - Current Vet Records (if applicable) for ALL pets and/or assistance animals.

All animals are required to go through petscreening.com process at applicants expense PETSCREENING IS A REQUIRED PART OF THE APPLICATION PROCESS FOR ALL APPLICANTS: A welcoming environment is paramount to all of our residents with or without pets as well as animals. To help ensure ALL of our residents understand our pet and animal-related policies, we use a third-party screening service and require EVERYONE to complete a profile. This process ensures we have formalized pet and animal-related policy acknowledgments and more accurate records to create greater mutual accountability.

5. Only after ALL required documentation is received and the app fees have been paid will the application be reviewed.
 - **Multiple applications may be processed on a property** – it is your choice to pay the application fees and move forward with the process to be considered for any property you are applying for knowing you may be one of multiple applicants. Application fees are not refundable.
6. Once applications have been completed and reports processed, they are reviewed and the owners have the final say in applicant's approval and deposit amount.
 - At that time, applicants will be notified via email with instructions on how to move forward*
 - At minimum a deposit will be required to hold the unit within 48 hours of approval
 - There is an admin fee of \$250 for approved applicants
7. Please email me additional documents, pet photos, and anything else you think I may need to process your application.
8. If you complete an application over the weekend, your application will be processed on Monday, excluding holidays. Our office is not open on the weekends, you may follow up on Monday.
9. Prior to Move in
 - Have utilities placed in your name and submit your completed Welcome Letter Form with your utility account numbers clearly listed.
 - First full months rent and prorated rent (certified funds only) are both due on or before lease signing date.
 - Pet fee must be paid prior to move-in (if applicable).
 - Sign lease agreement.
 - Please provide copy of Renters Insurance policy. List Brevard Property Experts & Mgt as additionally insured.

NO PERSONAL CHECKS, BUSINESS CHECKS OR CASH WILL BE ACCEPTED FOR INITIAL PAYMENTS OF SECURITY DEPOSIT, PET DEPOSIT, & FIRST MONTHS RENT. MONEY ORDER OR CERTIFIED FUNDS ONLY.

Please let us know if you have any questions at all... Thank you!