



PLEASE READ CAREFULLY

A **complete** application is necessary from **each adult** (18 years or older) who intends to reside at the property.

IRM property management requires a *processing fee* to check income, landlord history or ownership and credit. The fee is **non-refundable** if the application is processed. We accept the payment for processing online, cashier's check or money order. No personal checks are accepted for application processing.

The fastest and most secure way for us to receive your application and fees is **ONLINE**. Go to Available homes and click on the ad for the property of your interest and click on "apply now" tab. **Receipt** of faxed applications will not be acknowledged. Applications can also be dropped off or mailed to our office. You will receive a call within 24 hours of receipt of your application.

COPY OF DRIVERS LICENES AND SOCIAL SECURITY CARD IS REQUIRED FOR ALL APPLICANTS

Negative credit, rental or employment references may keep an application from being approved. Certain properties (please ask) will allow a co-signer for lack of credit or rental references but not for negative references. Most agreements begin with a one year lease. If pets are allowed, an additional **NON REFUNDABLE FEE** will be required for each pet.

Our general guidelines to qualify are that you have a legal and verifiable income of two and a half times the monthly rent, approximately two recent years of favorable rental references or ownership and two lines of good credit established with overall credit being 80% positive. For information on a specific property visit our web site and click on Available Homes, then click on the property of your choice.

The security deposit and one month's rent must be paid in the form of a cashier's check or money order prior to occupancy. Upon payment of a deposit, we will hold a vacancy by written agreement. Applications are processed as quickly as possible and you will then be contacted. Some properties require a separate application for the HOA/CONDOMINIUM with other fees and requirements involved.

It is difficult to determine in advance how long it will take as we often have to wait to return phone calls from landlords and employers. If your application is approved, you will have 24 hours to submit a deposit. If the property rents **before** your application is processed, the processing fee will be refunded, or you may transfer your application to another of our available properties. If you have not yet located a suitable property you may request that your application be "**Pre-Approved**". We will process your application and call you when complete. You can then select a property that you qualify for. Pre Approved applications do not receive a refund of any processing fees paid even if a suitable property cannot be located. Approved applications are valid for 60 days with no additional fee.

Applicant Signature: _____

Date: _____

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