



APPLICATION CHECKLIST

An application is considered a complete application once the following items below are completed and turned in/submitted to Advanced Property Management by all potential residents applying for the property. The following list of tasks must be completed in order to be considered as a potential resident of Advanced Property Management:

1. Resident Screening Criteria

- Please read and review our screening criteria document located on our website.

2. Online Application

- Look for a link in your email inbox and fill out the form as thoroughly as possible.
- All persons 18 years or older must fill out an application even if they will not be financially responsible.

3. Pay Application Fee

- A payment of \$35 is due for all persons 18 years or older.
- **All application fees are nonrefundable.**
- This can be paid with a debit or credit card through the Online Application.

4. Identification and Proof of Income

- Provide us with a Driver's License, State issued photo ID, Military ID, Passport.

5. Pet Information (If applicable)

- Send us a picture of your pet and vet records

6. Security Deposit

- Security deposit must be paid in full before the lease is sent.
- Once your lease is signed, the property will be removed from the listing market and be held for you until your lease start date.
- In the event your application is not approved the security deposit will be returned to you.

Potential Additional Documentation;

Guaranty Agreement – If applicable, we can send a Guaranty Agreement to your co-signer for them to complete and return to us as soon as possible

Once these steps are completed, Advanced Property Management will have the information needed to begin the application process. If your application has been accepted, we will offer you the property you have applied for. The next step will be to sign the Rental Agreement, which you must read, initial each page, sign the last page and return to us (this can be done at our office, or via email). Before the Rental Agreement is sent, the Security Deposit equal to one (1) month's rent will be due.