



Dear Prospective Tenant,

Thank you for your interest in our rental listing and for taking the time to tour the property. Before submitting your application, please read the application criteria listed below to understand the screening process.

The Landlord will conduct an individualized assessment of all Tenant applications. The Landlord will consider all sources of income. The Landlord will review any additional information an applicant provides if he/she seek reconsideration or would like to reconsider a denial or any inaccuracies.

Below is a list of the landlord's screening criteria\* that will be used to approve or deny an applicant:

- All prospects who will be responsible for the Lease must tour the property in person
- Minimum 1-year lease only
- Gross monthly income of at least 3x rent amount (must be verified)
- Credit History
- No evictions within the last 4 years
- Rental History\*\*
- Criminal background check
- Each Landlord has their own pet policy - before applying, ask your agent if pets are allowed
  - If pets are allowed, the owner will charge a pet rent and/or 1x non-refundable pet fee

\*If your previous landlord reports that you had an unsatisfactory rental payment history, this information can be used to reject the applicant. If we cannot contact your previous landlord, this can also be grounds for the applicant to be rejected. If your current employment cannot be confirmed, the Landlord can use this to make their determination.

\*\*The landlord will review all listed criteria to make a decision. Exceptions to this criteria may exist under the law and will be considered.

Application Fee is \$50 per person (application fees are non-refundable)

- All adults 18+ living in the property must apply
- Anyone living inside the home must be added as an additional occupant - we will need Full Name and Date of Birth for each occupant
- Please reach out to your agent for the application link to apply

Three Months' worth of rent is due before moving in (1st month's rent and 2 months' worth of security deposit)

- 1 month of security deposit will be credited towards your 12th month's rent unless otherwise noted.

## **Move-In Funds Payment Schedule**

**1. First Month's Rent (NON-REFUNDABLE)** - Submission of this payment demonstrates the applicant's intent to lease and ensures the unit is no longer marketed or offered to other prospective tenants. The payment will be placed in Key Legacy Realty's escrow account.

- Due Date: Within 5 business days of the lease being sent through DocuSign for signatures
- Payment Method: Cashier's Check, Zelle - rent@keylegacyrealty.com
- Note: Lease execution is contingent upon timely payment. Failure to remit rent within the specified window may result in cancellation or delay of move-in.

**2. Remaining Move-In Funds Includes:**

- Security Deposit
- Pet Fees (if applicable)
- Amenity Fees / Key Fob Deposits
- Pro-rated Rent (if applicable)
- Any other applicable charges outlined in the lease
- Due Date: On or before move-in date
- Payment Method: TBD
- Note: All funds must be received and cleared before the key hand-off or unit access.

Tenants are responsible for all utilities, lawn care, and shoveling.

After you complete your application, please contact Jacqui Key at 267.934.5458 to confirm that the application has been received and to discuss the next steps. Please allow a minimum of 3 to 5 business days after the application (and all requested information) is collected for the Landlord to make a decision.

We look forward to assisting you with the application process for this home!

Best Regards,

Key Legacy Realty