

Rental Process in 4 Steps

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Step 1

Tenant must visit the property and approve of the property and the neighborhood. [Optional: the tenant may place a refundable deposit of one month to hold the property until Step 4, below]

Step 2

Each person signing the lease will supply:

- A. Completed and signed Rental Application (available on my website, see below), and
- B. Two forms of valid ID:
 - a. One form of photo identification: (Examples: valid REAL-ID US driver's license copy in color, both front and back <OR> valid Passport copy), and
 - b. One form of credit identification: (Examples: any valid credit card/debit card with tenant's name shown, or other landlord-approved documentation).
- C. Proof of income history (Most recent W2s <OR> paycheck stubs for the last two pay periods <OR> first 2 pages of filed tax returns). We are sorry, but bank statements, deposit slips, etc. cannot be used as proof of income.

If Tenant requests, Landlord will supply a color copy of his/her identification along with proof of ownership of the property. Landlord will check for valid tenant ID, run a regular credit report and verify income history, and optionally other reports (as necessary). Proof of income showing gross household income¹ must be greater than 3 times the monthly rent payment. A lease application fee of \$35 may be required.

Step 3

Landlord (if all tenants are approved) will offer tenant a LEASE PROPOSAL (no one signs this)². Tenant's credit, income, and other qualifications will be reviewed to determine the terms of the lease. The lease proposal allows the tenant to review the terms of the lease as proposed. A recent "boilerplate" of a blank full lease is available on the website as an example.

Step 4

Once LEASE PROPOSAL is approved by both tenant and landlord, a non-refundable deposit to HOLD the property may be required (if one is already being held, it now becomes nonrefundable), then a lease is prepared. Followed by:

- A. Leases are signed (within three days), and initialed with notary <OR> remotely signed with DocuSign (each signer must have their own distinct email address). Tenant and Landlord each get an original lease, <OR> online copy, AND
- B. All preoccupancy deposits are paid in cleared funds (cash, cashier's checks, online payment, or money orders), AND
- C. Tenant will arrange for "switch-over" of all utilities for the agreed-to date, AND
- D. Tenant and Landlord will arrange for key turnover and tenant inspection. Tenant will complete their move-in inspection (without Landlord) and provide a copy of that inspection to Landlord as a record of the property at move-in, AND
- E. Payment of commission to licensed, arm's length realtor will be made.

¹ Lease signers total income from all sources will be considered.

² If Landlord declines to offer a lease proposal for any reason, then any deposits, except for the application fee will be returned to tenant. Uncashed checks will be defaced and returned to tenant in non-negotiable form.