

# **RENTAL PROCEDURES**

## **APPLICATION COMPLETION**

1. Complete the attached Application in its entirety.
2. Provide four (4) backup salary verifications i.e. check stub, deposit copy.
3. Provide three (3) Personal References. This should be non-related parties who have known you for a period of time.
4. Notify references a call will be received from Park Centre Properties.
5. No application fee is required.
6. Copy of Drivers License and Social Security Card.

## **APPLICATION PROCESSING**

1. No employers will be contacted. Only review of verification documents.
2. References will be contacted.
3. Background check will be completed.
4. Credit will be reviewed.

## **COMPLETION**

1. Once the application processing is complete, an offer to rent will be made.
2. Payment of the security deposit must be made when the lease is signed to take property off the market.
3. All verification documents and copies must be produced.
4. Keys will be furnished with payment on the day that you move in.