

**How to Apply:**

All adults 18 and older must submit a rental application subject for approval. For households with only one adult, only the Primary Rental Application needs to be submitted. The Secondary Rental Application is for any additional adults. Each applicant (Primary or Secondary) will be required to upload an image of their driver's license. You will also be asked to upload paystubs (last 3 months) and other supporting documentation. PDF, JPG or other standard file types are accepted. If you need to email additional information, you can email questions or documents to the address: [info@prorenterut.com](mailto:info@prorenterut.com).

Landlord reference forms are automatically generated when you submit your online application.

Once all applications have been submitted successfully online, we will be in contact with the primary applicant to initiate processing. Priority will only be established by the receipt of a "Completed Application" which consists of all applications for all individuals age 18 or older who wish to occupy the property or be on the lease, accompanied by all required documentation as described in the applications.

The completion of the approval process can take 24-48hrs and sometimes longer if not all information is accurate or additional information is needed. We process applications on first come, first serve basis. This means, if we have a pending application, we will not begin processing your application(s), or collect payment, until after we have completed the pending applications. Before we begin processing your application, you will be required to pay a non-refundable application fee of \$35 per application. This fee can be paid by credit card by the Primary Applicant. We do NOT accept Cash.

**When your application is approved:**

1. Upon approval of your application you will receive an email as well as a call from our office.
  - a. The approval email will contain the following information:
    - i. Amount of hold fee required to secure the property
    - ii. Sample copy of our lease for your review
    - iii. A review of some monthly fees associated with your lease
    - iv. Utility/Renters Insurance Form Link
      1. You will use this form to provide us with your utility account information as well as your renter's insurance policy information. This form will need to be completed before you can receive keys to your property.
        - a. Renter's Insurance Requirements:
          - i. Minimum coverage of \$100,000 liability and \$10,000 personal property
          - ii. Must add ProRenter Property Management, LLC as additionally interested on your policy.

2. Within 24 hours of receiving your application approval email, a hold fee equal to half one month's rent, must be paid to hold the approved property. Upon initiation of your lease, 15% of your total deposit will go towards your lease initiation fee and is non-refundable.
  - a. Once the lease is executed the hold fee that you paid will be applied to your security deposit.
  - b. If for any reason you choose not to move forward with signing your lease you will forfeit the entire amount of the hold fee.
    - i. The hold fee is retained in the event you do not move forward with executing your lease to cover items such as (but not limited to): administration costs, lease initiation fees, rekey costs, cost of days off market, advertising fees, inspection fees, etc.
  - c. Available properties are not held longer than two weeks from the availability as listed for the unit on ProRenterut.com.
3. Your Lease will be prepared and emailed to you via DocuSign, which must be electronically signed and returned within 48 hours of receipt.

**Moving into your approved property:**

1. Our office will schedule an appointment to meet you at the property on your lease commencement date (during regular business hours).
  - a. It is required that you complete the online Utility/Renters Insurance Form prior to receiving keys (see above).
2. You will be required to pay your move in balance electronically prior to receiving keys to the property via the online form provided to you. Your move in balance payment typically includes:
  - a. Remaining portion of unpaid security deposit, pet deposit (if applicable), and any other required deposits.
  - b. Your first month's rent payment and any monthly fees, if applicable (this will be a pro-rated amount if less than a full month), and any other move in costs in detailed in your lease.
3. You will receive a Move-in Packet with your keys and garage remotes (if applicable).
  - a. It is highly advised that you fill out your Move-in Inspection form and return it to our office within seven days.

If your application is denied, we email you a denial letter which you can use to obtain a copy of your credit report from the reporting agency.

Please contact us with any questions or concerns.

Sincerely,

ProRenter Property Management