



APPLICATION GUIDELINES FOR SHOWING AGENTS

Thank you for showing our rental property. It is the showing agent's responsibility to make sure the rental application is filled out completely and this form must be submitted with the application in order to receive a commission. Only fully completed applications will be processed. Please see the checklist below.

CLIENT NAME: _____

PROPERTY ADDRESS: _____

The following items must be submitted with all applications:

1. Non-refundable \$60 application fee must be submitted with the application or paid using the online service on our website.
2. Two most recent paystubs for all applicants.
3. Applicant and Co-Applicant information must be completed on application along with names of any additional applicants including minors.
4. Current and Former residence history including Landlord's name, phone number, fax number, email address and amount of rent.
5. Employment verification contact information for all applicants must include supervisor's name and contact information, and/or acceptance letter for new employment.
6. Signature of all applicants must be completed.
7. Copy of driver's license or other photo id for all applicants must be included.

AGENT NAME: _____

OFFICE: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

AGENT SIGNATURE: _____ **DATE:** _____

08/01/2018dlg

