

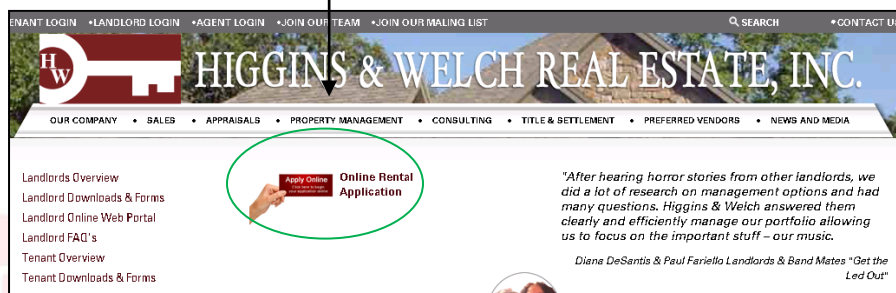


RENTAL APPLICATION CHECKLIST

Higgins & Welch Real Estate would like to thank you & your client(s) for expressing interest in our rental listing. We will not process your application until we have ALL of the following items:



Click [here](http://www.welchgroup.net) for Online Application or visit:
www.welchgroup.net → Property Management → Online Application



Please email/fax/text us:



Copy of State Issued Photo Identification

Recent Pay-Stubs (at least one month)

Application Fees – See Table Below

Individual	Cost Per Individual
Primary Applicant	\$50
Additional Applicant (OTHER)*	\$35*
Adult Occupant (18 or Older)	\$35
Guarantor or Co-Signer	\$35

In the section to add additional applicants, you must change from “applicant” to “other”. If you do not and submit as applicant you will be charged \$50/person and we are unable to refund the money.

Important Note: All individuals named on the application who are 18 years of age or older, including applicants, occupants, guarantors and co-signers, must have a background screening run by Higgins & Welch Real Estate, Inc. **WE DO NOT ACCEPT BACKGROUND CHECKS OR CREDIT REPORTS FROM ANY OTHER COMPANY.**

Application fees are **NON-REFUNDABLE** and must be paid online at the time you complete the application. We will not process any applications until payment is received. If you are unable to submit online and are completing a paper application, the fee must be paid in cash or money order only; NO PERSONAL CHECKS.