



PRESENTATION OF RENTAL OFFERS
Listing Information and Offer Submission

Thank you for bringing a prospective renter to our listing! We appreciate your efforts and hope to work with you soon!

We have an entire team to support the process from listing the rental to the signing of the lease. You will work with our team including the sales agent and our administrative team. In order to best assist you and your client(s), please use the following information to help the process go as smoothly as possible.

Questions:

Please email Bryan@teamnija.com or Admin@teamnija.com. We can respond quickly, answer your questions and supply any supporting documentation you may need. Please keep in mind that we will upload the Sellers Property Disclosure to Trend if and when we have been provided with one.

Offers:

Please submit all offers to Bryan@teamnija.com or by fax to 856-432-4500. When submitting your offer, please include:

➤ **For New Jersey Rental Offers**

- Proposal to Lease
- NJAR Lease Application completed in full by all persons over the age of 18 who will reside in the home.
- National Tenant Network (NTN) online application to be completed by all persons over the age of 18 who will reside in the home. Here is the link for the NTN. Please be sure this specific link is utilized. Rentspree or another NTN report will not be accepted by the landlord.
 - <https://secure2.ntnonline.com/securelease/default.cfm?propcode=A1&unit=4416>
- Proof of funds. A copy of bank statements must be provided if the applicant is not able to provide pay stubs.
- Paystubs for the past 30 to 60 days.
- Letter of reference, from either current or previous landlord, if applicable.
- Letter of hardship, if applicable.

➤ **For Pennsylvania Rental Offers**

- Lease Application completed in full by all persons over the age of 18 who will reside in the home.
- National Tenant Network (NTN) online application to be completed by all persons over the age of 18 who will reside in the home. Here is the link for the NTN. Please be sure this specific link is utilized. Rentspre or another NTN report will not be accepted by the landlord.
 - <https://secure2.ntnonline.com/securelease/default.cfm?propcode=A1&unit=4416>
- Proof of funds. A copy of bank statements must be provided if the applicant is not able to provide pay stubs.
- Paystubs for the past 30 to 60 days.
- Letter of reference, from either current or previous landlord, if applicable.
- Letter of hardship, if applicable.

Offers and Questions submitted Monday through Friday from 8 am to 5 pm will be responded to in the same business day and presented within 24 hours of receipt. Offers and questions submitted after hours and on the weekends will be responded to and presented the next business day as many of our sellers do not have access to email and fax over the weekend and after hours.

Inspections/Appraisals: Please note that we do not allow scheduling for inspections or appraisals through Showing Time. All requests for property access for these types of inspections should be directed to the Listing Agent or Team Administrative Assistant.

****Please note that all funds must be in the form of a certified bank check as required by our Keller Williams Office.**

Thank you and we sincerely look forward to working with you!