

Lease Application Instructions

The renter's agent should send the listing agent the following documents. If the applicant is unrepresented, the listing agent will e-mail you the application link & documents to sign via DocuSign.

1. **Complete the application.** An application link to the NTN (National Tenant Network) application system is posted in the MLS and property website. If there are roommates the first applicant will be prompted to add other applicants. Each resident over the age of 18 must fill out an application. Each applicant must pay a \$65 non-refundable fee through the NTN system.
2. **Driver's license** E-mail a copy to the listing agent or request a unique link to upload your files. Name the file with your name and property address.
3. **Income documents** per the *Tenant Selection Criteria*. Use the same instructions as above.
4. **Tenant Selection Criteria** posted in the MLS
5. **FTC Credit Acknowledgement** posted in the MLS
6. **Information About Brokerage Services (IABS)** for unrepresented applicants only

It may take 1-3 business days to gather rental and employment history plus review of complete applications with the landlord. **The applicant is encouraged to notify their employers and landlords of an incoming verification and request for their timely response.**

The listing agent will inform the applicant's agent or applicant of *approval, approval with conditions, or denial* based upon the tenant criteria and best qualified applicant decided upon by the landlord.

If approved, the applicant will **pay the security deposit and sign the lease within 48 hrs.** of lease sent for signature(s). The security deposit (usually equal to one month's rent) must be paid to the landlord, or property manager if so instructed. Payment instructions will be sent to the new tenant, usually via online payment.

The full first month's rent by cashier's check or money order must be paid to the listing agent on or before the lease start date. The check must be made out to JBGGoodwin REALTORS. Put the property address in the memo line. Payment may be given at the time of key pickup or as mutually agreed upon. **Renter's insurance must be provided to the listing agent at least 1 hour before key pickup** or else the key pickup appointment will be automatically cancelled. Insurance instructions will be provided with the lease.

Applicant Signature	Date	Applicant Signature	Date
Applicant Signature	Date	Applicant Signature	Date
Guarantor Signature	Date	Guarantor Signature	Date