



The HPM Leasing Process (T-104)

Please read over our outline so you will know what to expect during your leasing process with us.

ALL HOMES ARE SUBJECT TO THE RESTRICTED BREEDS LIST FOR PETS !!

APPLICATION FEES ARE NON REFUNDABLE !!

1) Home Selection:

- a. Preview homes, select, and submit a full application on your desired home
- b. Full application includes: fee paid, all information, copy of ID, paystub/LES, pet photo (if applicable)
- c. You may be required to bring original ID's into office for verification.
- d. Letter from licensed physician if you have an ESA Animal. (Must comply with requirements)
- e. Complete documentation for Service Animal.

2) Application:

- a. Our application is completed exclusively online, a paper copy is available upon request but not recommended due to expediency of the process.
- b. Reviewed by HPM for accuracy and qualification
- c. Background reports ordered: Credit, Criminal, Eviction, Income Verification
- d. Residential Verification required from prior Landlord **(application will not move forward until received)**

3) If Application is Declined:

- a. You will be emailed to confirm that your application on the home was declined
- b. An adverse action letter will also be provided to you, if declined based on credit report.

4) If Application is Approved:

- a. You will be called to confirm approval of the application on your desired home
- b. Amounts required based on your move-in date will be provided, no personal check or cash accepted
 - i. Require "2" separate money orders: 1 for security deposit
1 for rent, tenant lease fee, and pet fee (if applicable)
- c. Once funds are received a lease will be emailed to all financially responsible persons.

5) Move-in Inspection/Orientation:

- a. Power/Water/Gas must be turned on 3 days prior to complete the inspection and orientation.
- b. A move in inspection sheet will be given to you at move in-must be returned to us in 7 days of move in.
- c. Keys are only delivered at the move-in inspection on your scheduled move-in date, not any earlier

Contact Leasing via email for any information: leasing1@hpm-inc.com

Our web site contains more information for tenancy, so be sure to visit us online.

www.FayettevilleHomesForRent.com

We look forward to having you as a customer and we wish you a successful tenancy!