



**Application Fee: \$60 non-refundable fee per application. Separate applications are required for each applicant 18 and over.**

**Directions to apply online for a rental property:**

- Log on to [www.AgentOwnedRentals.com](http://www.AgentOwnedRentals.com)
- Click Vacancies on toolbar at the top of the page
- Scroll to find the property or click "Filter" to shorten list by filtering by zip code or city
- Click "Apply Now" button
- Fill out online application, upload required documents, make payment and submit.

\*\*applicants without online access can stop by any AgentOwned office and request to use a computer to submit an application.

**Each Applicant will be required to submit the following:**

- Copy of Valid Driver's license or government issued picture ID
- All listed sources of income must be verifiable and proof of income submitted
- Information on any pets to be considered
- Payment of \$50 application fee

Please note that failure to provide any of the above at the time of application will result in your application processing being halted while we move on to the next completed application. You will have an opportunity to provide missing info but another application may already be in progress.

Upon notification of an approved application, applicants will have 24 hours to pay a **non-refundable Setup Fee of \$200 (per unit) and the Security Deposit.**

**AgentOwned performs income and rental history verification, credit screening, eviction screening and criminal background check.**

CO-SIGNER POLICY: Co-signers are only allowed for an applicant who is a student or has no credit file. Co-signers will not be allowed for applicants who have poor credit or insufficient income. All co-signers must complete their own online application, pay the application fee and provide all necessary documentation. The co-signer must be able to qualify for the property by themselves taking into consideration the financial obligations they currently have. Once approved there will be a separate addendum the co-signer must sign explaining their responsibility to the rental commitment.

Application process time is typically 24 - 48 business hours upon receiving a COMPLETED AND PAID application from all applying parties. To inquire about your application or provide additional information email [Applications@AgentOwned.com](mailto:Applications@AgentOwned.com)