COASTLAND PROPERTY MANAGEMENT

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Tenancy Instructions

Thank you for your inquiry about leasing one of our properties. The owner requires all interested tenant occupants 18 or older to complete and return the attached Previewing Questionnaire before any property showings.

After the owners have reviewed and approved the Questionnaire, we will schedule a visit to the property. Before the visit, you may want to use any internet search option and enter the property address to view photos, info, mapping, etc. You may also drive by or use the mapping feature to see if it is in your preferred neighborhood or location.

Should you want to submit a Tenant Application after previewing the home, each tenant applicant and all occupants 18 years or older will be evaluated to determine their financial and creditworthiness.

A Tenant Application consists of: Application, Agency Disclosure, Credit Report & Scores, Verification of Rent/ Mortgage, Criminal & Background Investigation, Eviction Report & Release, Disclosure Forms, and ***copies*** of the following:

- Two years of your most recent and complete federal and state tax returns, including all W-2s and 1099s
- Current driver's license and social security card
- Two most recent paychecks
- Two months of your most recent statements for all banking, savings, CD, money markets, IRAs, 401k's or other retirement/ investment type accounts, stocks, bonds, etc.
- Most recent statement for a first, second, third, etc. mortgage payment(s)
- Name, address, and phone number of rental/management person(s)/company(s) for the past 24 months
- A list of debts and obligations includes descriptions, balances, terms, and minimum payments. (Example: Ally Financial, auto loan, $13,245 balance, approximately 3.2 years remaining, $234.77 monthly payment.)

To start your RentSpree Tenant Application process, send us your request and the property address, and we will send you that property-specific Tenant Application secure link; then, follow the instructions. There will be a non-refundable application fee of $50.00 - $75.00 for each tenant applicant and occupant 18 years and older.

Your RentSpree Tenant Application will be automatically sent back to us. You can return the other completed forms above and copies of the other requested items for your tenancy evaluation via email or fax or drop them off at my office.

Please DO NOT text pictures of the above-requested items; we cannot accept original documents. Incomplete information will delay your approval process.

If you have any questions, please do not hesitate to contact us.