



LEASE SUBMISSION INSTRUCTIONS

Dear Agent or Applicant,

Thank you for your interest in applying for our lease listing! To ensure a smooth application process, we require specific documents in a particular format. Below, you will find detailed instructions and a checklist of what is required for your application. Please adhere to these instructions exactly. Submitting additional items or deviating from the guidelines may result in your application being returned and also delay its review by the Owner(s).

APPLICATION TO RENT

RentSpree Application to Rent/Screening Fee: Each applicant over the age of 18, or any emancipated minor, must complete a separate application. If you have a minor, please list their name and age in Section 2, Line F of the application. Please see the link to the application below:

- a. Link: <https://apply.link/LiQgBbg>
- b. There is a \$49.99 application fee per person.
- c. The RentSpree Application includes: Rental Application, TransUnion Credit Report & Score, Criminal Background Check, Search for Eviction Related Proceedings

SUPPLEMENTAL DOCUMENTS (REQUIRED):

Please note your application will not be processed without the following items:

1. **DRIVER'S LICENSE:** A copy is required from EACH applicant OVER the age of 18.
2. **BANK STATEMENTS:** Please provide bank statements for all accounts (including investment and retirement accounts) over the last 30 DAYS in PDF FORMAT. Screenshots will not be accepted. The statements need to state the statement period and the applicant's name. These are required from EACH applicant OVER the age of 18.
3. **PAY STUBS:** Please provide paystubs for the last 30 DAYS in PDF FORMAT for EACH applicant OVER the age of 18.
 - a. **TAX RETURNS:** (*****ONLY IF SELF-EMPLOYED*****) If self-employed, please provide a copy of your most recent tax return.

SENDING INFORMATION AND FORMAT:

- Email all supplemental documents to: Lauren@TeamWhitney.com AND Jordyn@TeamWhitney.com.
- Please use **PDF format ONLY**. DO NOT email any .jpg or picture files. They will not be accepted.
- Please send all documents above in **ONE** email.

IMPORTANT THINGS TO FOLLOW SO YOUR APPLICATION IS NOT RETURNED:

- DO NOT send ANY OTHER documents, forms, or paperwork. They are not needed at this time for your initial submission.
- BE PREPARED to provide more information as needed. This will depend on the overall strength of your application.

THANK YOU FOR YOUR COOPERATION. WE LOOK FORWARD TO WORKING TOGETHER!

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