

THE APPLICATION AND LEASING PROCESS

What You Need to Know:

- ◆ Foothills Properties' rentals tend to rent quickly. Following the procedures here promptly will help keep you from losing the property you've chosen
- ◆ In a Lease transaction, Foothills Properties and its agents represent the Owner by contract; however, we have an obligation to be honest and fair towards our Tenants and prospective Tenants.
- ◆ Application/Background checks and approval process takes up to 3 business days from receipt of receipt of all required paperwork. Please take this into consideration when planning your move-in date!
- ◆ Lease term must begin within 21 days from initial date of application
- ◆ If you have any questions or reservations about the process don't hesitate to discuss with your Leasing Agent. We're happy to work with you.

To Hold Property Off the Market, the Following Must be Submitted:

- ◆ Non-Refundable Application Fee of \$50 per adult 18 and over - cash, certified funds or money order
- ◆ Earnest money in the amount equal to one month's rent - in certified funds or money orders (NO cash accepted)
- ◆ Completed, signed & initialed application for each adult over the age of 18 and over who will occupy property
- ◆ Two (2) ID's (one photo) See attached I-9 List of acceptable ID's
- ◆ Request for employment history (if special circumstances 1 year paystubs, tax return, etc)
- ◆ Request for rental history

Within 72 hours of putting the property on hold, the following must be completed, signed/initialed and submitted to Foothills Properties:

- ◆ Lease Contract
- ◆ Guidelines
- ◆ All Addenda

YOU'VE PUT A PROPERTY ON HOLD - WHAT HAPPENS NEXT?

Next:

- ◆ Once all verifications and credit and background reports have been obtained, the entire package is processed for qualification, and submitted to Broker and Owner for approval. Depending upon response from employer and/or previous landlords, the process can take 48 to 72 hours.
- ◆ Property Manager will contact you with approval and schedule a move-in appointment at the Foothills office to go over Move-In Packet, pay balance of funds due and pick up keys.

Payment of remaining Funds and obtaining Keys:

- ◆ If Move-In date is less than 15 days from date of lease writing, balance of funds must be paid in the form of a Cashier's Check or Credit Card (A 4% service fee is charged with all Credit Card payments) or Debit Card (A \$5 service fee is charged).
- ◆ If Move-In date is more than 15 days from date of lease writing, balance of funds may be paid by local personal check, cashier's Check, Money Order, Credit or Debit Card.
- ◆ If Move-In date is less than 15 days from beginning of the next month, the amount of rent due is the prorated days remaining in current month plus the entire next month.

Obtaining Keys and Remotes

- ◆ Tenant Move-In Requirements Form must be returned with utility account info in order to pick up Keys and Remotes.
- ◆ If you are unable to comply with the above requirements for any reason, we will place the property back on the market.

MOVING IN - Move-In Packet

- ◆ Your Move-In Packet will contain a copy of your executed Lease, this Tenant Handbook, and other materials, as well as your keys and remotes (as appropriate). Be sure to keep this portfolio of information for your reference throughout your Lease. Of course, all this information is also available on our website under Tenant Services.
- ◆ Also in your Move-in packet, you will be provided with a Move-In Inspection Checklist. This must be completed, signed and returned to FHP offices within 5 days of your move-in. It must be signed as received by a FHP employee, or will not be considered a valid Inspection. This Checklist is extremely important when you move out. FHP tries very hard to be fair and reasonable about the charges to a Tenant upon move-out, and this form is very helpful in identifying issues that should not be charged to the Tenant.
- ◆ Finally, your Move-in packet will contain information on setting up your Tenant Portal on our website, as well as information on RentTrack, Foothills Tenant program to build your credit while paying your rent.