



## Tenant Qualification and Application Process

Thank you for choosing to apply for a home with RentLife® Property Management LLC. In order to process your application, the following items are required to be submitted with your online application. Please have these items ready to upload with your online application. Please note, **WE WILL NOT** process any applications unless all required items listed below have been submitted. If you have any technical questions regarding the application process, please call 479-409-6785. Our online Application form can be found at <https://rentlife.quickleasepro.com>

- All occupants 18 years of age and older must complete and submit a rental application.
- There is a non-refundable \$75.00 application fee per applicant, regardless of marital status. Payment must be made with a debit or credit card during the online application process. Please note, the name on the credit card should match the name of at least one of the applicants. Applications cannot be processed until the application fees have been paid.
- A clear and legible copy of your driver's license or state-issued ID card.
- A copy of your (4) four most recent paycheck stubs. If self-employed, please provide the last (3) three month's bank statements and the prior two year's tax returns.

\*A resident amenity fee of \$4 per month will be charged and must be included with the monthly rent payment. Visit the following link to view resident amenities <https://www.rentlifepm.com/tenants/resident-benefits/>

Once all of the required items have been provided, we will run your application through our resident screening company, which will check your credit report and criminal background. Rental history and employment will also be verified. Previous credit reports will not be considered or used.

Once your application has been approved, the following items **MUST** be received back in our office within 24-hours to secure the home and take it off the market:

- The lease contract must be signed by all leaseholders.
- The security deposit, pet deposit, and pet fee (if applicable), and a \$150.00 Non-Refundable Lease Administration Fee. All security deposits, pet deposits, pet fees, and administration must be paid in certified funds (cashier's check or money order). The \$150.00 Non-Refundable Lease Administration Fee **MUST BE A SEPARATE CHECK** and made payable to RentLife® Property Management.

When picking up the keys, the following items are required:

- The first full month's rental payment must be in certified funds made payable to RentLife® Property Management LLC.
- Written permission from the applicant is required for anyone picking up keys other than the leaseholder. The photo ID will be verified.
- Utilities must be established in your name before moving in.