



Application Instructions for Owners to Review and Provide to Prospective Tenant(s)

Although we only process one application at a time, we suggest that you continue to show the property to perspective tenants until we have received the signed copy of the lease from the tenant(s). Many times, tenants who have been procured by our clients and who have committed to leasing the property delay in submitting all the necessary paperwork. This is because they are still deliberating on multiple homes OR although they have committed to you to move forward, are still uncertain. We do our best to make sure that the prospective tenant(s) respond to all our correspondence promptly, but we take no responsibility of their actions.

NOTICE TO APPLICANTS

By submitting an application without the assistance of a real estate professional, you acknowledge that you are an unrepresented party to this transaction and acknowledge that Peabody Residential exclusively represents the property owner and their interests. You further acknowledge that you understand the lease that will be provided to you in a legally binding document and you should seek professional assistance with the document understanding prior to lease execution.

Prospective Tenant(s) Application Submission Terms and Agreement:

Unless specifically agreed to in writing, the property will be presented to the applicants on the Lease Start Date in the current condition, including normal wear and tear. If the applicant(s) have any special terms being offered that differ from the current property condition or agreed to with the owner, they must be included with their application in the comments section at the end of the application.

Applications are processed Monday-Friday and the application process may take up to 3 days to process.

The application fee (\$50 per applicant) is non-refundable and collected on-line from each applicant at the time of submission. It is charged regardless if the application has been fully submitted to include supporting documents.

Our online application provides you the ability to upload and attach the supporting documents required to process it. Please have the supporting available when you complete the application.

You will also need to complete the STEP 2 of the process to make payment for the application fee. Please ensure you complete this part of the process, so the processing is not delayed.

For each approved pet there will be a pet fee charge of \$300 (Pet Fee is Non Refundable) and an additional pet deposit may be due. In Washington, DC there may be a \$25-\$50 increase in the monthly rent.

Upon delivery of the fully executed lease, the applicant(s) will be sent an email to register into their on-line account and must immediately make payment of the Security Deposit, First Full Month's Rent and any fee's or additional charges. Pro Rata/Prorated rent will be due the business day prior to the Lease Start Date and should also be paid through your online portal.

Each Tenant/Occupant over the age of 18 MUST COMPLETE AN INDIVIDUAL APPLICATION.

Application/Lease Process

(Both Parties) Please Confirm: Lease start/end date, monthly rent offered, pet(s) and any special terms required by applicant(s) to lease property.

1) (Each Applicant) Completing an the On-line Application:

- a. Go to our website www.PeabodyResidentialApply.com
- b. Complete the application

2) (Each Applicant) Submit Supporting Documents:

- a. Please attached all supporting documents along with your application. If you do not have them available, please note on the application when you plan to provide them. Send all supporting documents to Applications@PeabodyResidential.com and include the property address in the subject line along with the last names of the applicant. The following complete documentation is needed for each applicant.
 - Copy of Driver's License
 - Most Recent 2 Pay Stubs
 - Copy of last Year Tax Return
 - Pet Information - type of pet, breed of pet, weight of pet, age of pet, copy of vaccination report and up to date picture of pet
 - Documents associated with additional income (child support, alimony, etc.)
 - Offer letter if applicant is relocating for job (LES if Military)

3) (Each Applicant) Review and Execute Lease:

- a. Once approved, a lease will be sent via DocuSign. Please ensure you use your email address for the application that you have associated with an existing DocuSign account. As you do not have representation in the leasing process, we request you consult an attorney with any questions related to the lease and terms. If your representative needs to contact us please send communication to Applications@PeabodyResidential.com
- b. Review and complete lease.

4) (Each applicant) Confirm Payment of Funds:

- a. Confirm payment of Security Deposit, First Month Rent and any additional fees due per the lease.

5) (Each Applicant) Move In:

- a. You will be provided a Move in Form that will need to be completed and submitted and completed prior to taking occupancy. This form must be submitted to us on a business day. If you lease begins on a weekend, it must be submitted no later than Friday at 12:00pm.

Please email us with any questions after the lease is completed at Info@PeabodyResidential.com

We look forward to working with you!

Peabody Residential
Operations Department