

Alfred Daniels and Associates, Inc. DBA

EVERGREEN REAL ESTATE & PROPERTY MANAGEMENT

APPLICATION PROCESSING INSTRUCTIONS

We hope you will find Evergreen Property Management's approach to doing business an enjoyable experience. Please note the following directions: Omitting sections of the application and/or these instructions may delay the processing of your application.

1. A rental application needs to be filled out completely. A non-refundable \$35.00 application/processing fee is required for AccuSearch, and each individual 18 years old, or older who will occupy the rental property. Visa, Master Card, and American Express are accepted. Sorry, no personal checks.
2. Applications need to be complete. Please ensure that all information is complete and accurate. If the application is not signed at the bottom, it will not be processed.
3. A copy of your most recent pay stub or LES must accompany your application. A photocopy of your Driver's License, military ID and/or other acceptable photo identification is required prior to the execution of all rental agreements.

Applications are processed in the order in which they are received. However, properties are not rented on a first come first served basis. All applicants are evaluated to determine:

- Past rental or property ownership history
- Employment and/or income verification
- Current and past credit history
- Criminal background

Please allow two days for processing of your application. Upon acceptance of your application, we will call you and have you bring in a holding deposit, and setup an appointment to have you sign the Rental Lease Agreement. You will also be informed at that time of the amount of funds to bring in to cover your move-in rent, security deposit, and/or any other items necessary to complete your lease. **NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED AT MOVE-IN.** Checks will be accepted thereafter for rent.

Evergreen Property Management does business in accordance with Fair Housing Amendments Act of 1988.

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