



APPLICATION INSTRUCTIONS

Everything we do at Grandin is in writing. Please allow a minimum of 1 business day for a response.

STEP 1: SUBMIT AN APPLICATION

a. All applications must be submitted online at [RENTGRANDIN.COM](https://rentgrandin.com).

*If you make a viewing appointment via our system, you will receive a link by text and email after viewing.

b. All occupants over the age of 18 must submit a credit and background check individually.

The cost is \$35 per applicant.

c. Before applying, please confirm the qualifications below.

- The application fee is non-refundable. We accept credit cards, cash, and money orders.
- Gross income needs to be 3X the amount of rent.
- We cannot approve a history of eviction, judgement, or felony conviction within the past 5 years.
- We cannot approve a history of collections, late pays, or items that were charged off as bad debt (non-payment).
- Move-in date must be within 14 days from application approval.
- Pet policy: No cat for any of our property. No pets for multi-family homes. See our pet policy for the details.
- Upon approval, a \$500 earnest deposit is required to secure the property. It applies to a security deposit.
- A renter's insurance is required by the agreement with the property owners.

STEP 2: PRE-SCREENING QUESTIONS

Property manager will review your application and send you pre-screening questions **by email** to make sure if you meet all qualifications above.



If you are qualified, we process your application and charge a \$35 application fee. → **STEP 3**



If you are not qualified, we cancel your application and do NOT charge a fee.

STEP 3: CREDIT & BACKGROUND CHECK

You will receive an email from Buildium/TransUnion and need to complete a SmartMove background check. After reviewing your reports, we will notify you of the result.



If you are approved, you will receive an earnest deposit agreement and a link to pay the deposit.



If you are NOT approved and want to obtain your credit and background report, please contact our property manager. We will provide the reports.