

Thank you for choosing Leparulo Properties! Finding a new place to call home can be stressful, let alone going through all the paperwork. This document serves as a guide outlining our leasing procedure and can help answer questions you may have during the leasing process.

The **first step** in the application process is to **schedule a tour** of the property you would like to apply for. Because we are not a complex with model units, we require all applicants to view the specific property they are interested in. To schedule a tour, please give our office a call; this will ensure the most up-to-date schedule. During your tour, please make notes that you can reference upon move in (ex: room dimensions if not provided on the property listing, floorplan/layout, provided appliances, location of outlets, parking, pet policy, etc.).

**All applicants must submit the following 3 things to our leasing department to be considered for a property:**

## 1. APPLICATION

- Found on our website [www.tallahasseelegerentals.com](http://www.tallahasseelegerentals.com) Tenants > Tenant Application
- **EACH** prospective tenant 18 years of age and older must submit a tenant application **ONLINE** with a valid photo ID.
  - Please do not use a guarantor's information to fill in the blanks.
  - All fields with a red asterick are required. Each field will be character specific (ex: zip code will require 5 digits, phone number requires 9, etc.).
  - Please list all potential future roommates on your application; *not listing your future roommates will delay the application process.*

## 2. APPLICATION FEE

- There is a **\$50 non-refundable application fee** that will be used to pay for a background and credit check on yourself and/or your guarantor. Please allow 1 business day to process as pending.
- *This fee is non-refundable, even in the event the property is no longer available or you're not approved.*

## 3. FINANCIAL PAPERWORK

- Guarantor **OR** Proof of Income
- Guarantor - please provide this person's full legal name and email address on your tenant application.
  - This person will need to submit a co-signer application online. This person will then receive a guarantor form via email to complete and electronically sign.
- Proof of Income - pay stubs showing monthly income, tax returns or W2's; attach to tenant application
  - All properties require proof of income showing **3 times** the monthly rent is made.
  - If you do not meet the income requirement, you may choose to submit a Guarantor (see above).
  - Unverifiable income will NOT be considered.

\*Because of the high volume of paperwork submitted, please indicate on your correspondence if you would like confirmation your item was received.

## PROCESSING PAPERWORK

Please do not call our office after you submit your forms - this will only delay the process

Communicate with your group (if applicable) to determine if all required paperwork has been submitted. We DO NOT HOLD properties. The only way to secure a property is for EVERYONE applying to the property to have all required paperwork submitted and approved.

Once all 3 items are submitted from everyone applying to a property, it will take *approximately 5 business days* to run background and credit checks on all applicants and/or guarantors.

- **Background and Credit Check** - Leparulo Properties performs background and credit checks on all applicants and/or guarantors. Below are general guidelines on what is assessed on the report:
  - Credit History - Established, positive credit history; there is not a specific number we are looking for
    - Must show 7+ years
  - Rental History - No previous evictions
  - Criminal History - No felonies or violent related crimes

## LEASE FEES

You will be contacted once all background and credit checks are completed. Lease fees are due *3 business days* after you have been approved for a property.

## SIGNING LEASE ONCE APPROVED

Once all lease fees have been submitted, leases will be emailed to the email address provided on the tenant application. From there you are able to electronically sign your lease agreement.

- Please make sure to have the lease signed by the submission deadline!
- Read the lease in its entirety; the first page will outline important information including the lease term.
- If you have any questions regarding your lease agreement, please email: [leasing@leparuloproperties.com](mailto:leasing@leparuloproperties.com)

Failure to meet lease deadlines will hinder securing a property

## MOVE IN

Once all payments are received and leases are signed, a separate email will be sent closer to the move in date going over the move in process. At this time, you will receive move in guidelines going over what needs to be completed in order to move into the property.

## RENTER'S INSURANCE

Leparulo Properties requires all tenants to show proof of renter's insurance upon move in. The document known as the 'Declaration Page' must be submitted – showing tenant coverage at the leased address through the entirety of the lease agreement. We offer tenants the option to apply for a policy with Roost Renter's Insurance through the tenant portal; it is not required to go through this company.