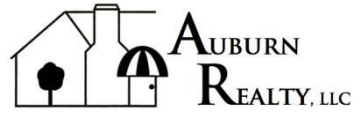


LEASING PROCESS

www.auburnrealty.com

334-887-8777



The items below must be completed by all tenants and returned to the leasing office (together). Properties will not be reserved until all items (from all applicants) have been completed and returned to the leasing office. All applicants will have 5 business days to sign the lease agreement once the application has been approved.

DOCUMENTATION TO COMPLETE AND PROVIDE:

1. **RENTAL APPLICATION:** Must be notarized or signed at the Auburn Realty office*
2. **COPY OF YOUR DRIVER'S LICENSE OR OTHER STATE ISSUED ID.**
3. **RENTAL VERIFICATION:** Past/current landlord must complete this form.*
4. **PROOF OF INCOME:**
 - a. **STUDENTS:** Must provide a copy of a Student ID or Acceptance Letter.
 - i. **Guarantor Form:** A parent or guardian must complete and return to the Auburn Realty office.*
 - ii. **Proof of Funds:** With a scholarship, grant, student loan, or trust fund: Applicant must show proof of funds and provide contact information to verify funds.
 - b. **NON-STUDENTS:**
 - i. **Employment/Income Verification:** Applicant must show proof of income (Paycheck stub, SSI and/or Disability documentation, etc) and provide contact information to verify income.*
 - ii. **With a Co-Signor:** Co-signor must show proof of income (Paycheck stub, SSI and/or Disability documentation, etc) and contact information to verify employment. Co-Signor must also sign on the lease agreement with applicant
*****Proof of Income Requirement: Must be able to earn the monthly rent amount within one week of work.*****

FEES TO PAY:

1. **APPLICATION FEE:** \$100.00 per applicant. (Payments may be made separately per applicant.)
2. **SECURITY DEPOSIT:** The Security Deposit amount is equal to the rent rate of the property that you choose. However, this is not considered as a rent payment. \$ _____
3. **TURNOVER FEE:** \$ _____
The Security Deposit and Turnover Fee must be paid in 2 separate payments by one applicant who will be named as the designee on the lease agreement. The designee is the person who will receive the Security Deposit refund 60 days after the lease end date.
4. **PET FEES:** (if applicable) \$300 nonrefundable pet fee, \$200 refundable pet deposit (per pet)

PROPERTY: _____

DATE AVAILABLE: _____

Rent: _____ + 1.5% City Rental Tax: _____ + Pet Rent (\$25 per month/per pet): _____ = _____

FORMS INFORMATION

***RENTAL FORMS can be found at www.auburnrealty.com under the "Leasing Help" tab at the left of the homepage.**

These are for your information and review only.

However, you may PRINT the Application Form, as well as the Guarantor form, fill it out and bring it in, unsigned.

All forms must be signed in the presence of an Auburn Realty leasing agent. (Exception: Notary Signature provided as witness.)

Pre-printed copies of the Lease Agreement will not be accepted without special permission and instructions by Auburn Realty, LLC.

**IMPORTANT: FEES Information

The Application Fee may be paid separately (per applicant).

The Security Deposit and Turnover Fee must be in 2 separate payments from the designee.

****NO CASH IS ACCEPTED****

Please pay by Personal Check, Cashier's Check, or Money Order.