

## NEW TENANT APPLICATION CHECKLIST

### PRE-APPROVAL OF APPLICATION:

\* ANYONE 18 years old or older must fill out an application \*

1. \_\_\_\_\_ Fill out on-line rental application completely. **(Be sure to list all income and past rental information.)** There is a \$25.00 application fee that is payable online. To process your application, we will run your credit and criminal background checks. We'll call and let you know if your application has been approved.
2. \_\_\_\_\_ Upload the following items at the end of your application:
  1. Copy of most recent pay stub.
  2. Item(s) to verify current residence (mail, rent receipt, etc.).
  3. Valid ID: Driver's License, Military ID or Identification Card.
  4. Any other documents to prove additional income (Child Support, SSI, etc.)

### AFTER APPROVAL OF APPLICATION:

1. \_\_\_\_\_ Schedule a time to bring deposit and first month's rent. (Money orders or cashier's checks **only** - no cash or personal checks. Money Orders for Deposit and First month's rent should be separate and Payable to S&E LLC). After the first month's rent, payments **must** be made on-line. Link to the online portal will be provided before move-in.
2. \_\_\_\_\_ Get Renters Insurance. (Management requires all residents to purchase General Renter's Insurance with Liability PRIOR to moving in. We need a copy of your policy or proof of policy from your agent.)
3. \_\_\_\_\_ Have water and electric turned on before moving in. (Please be aware that the city may require a deposit from \$0 to \$360.00 for water and Duke Power will require a deposit for electrical service for power.) **Bring or email your confirmation sheet from the Town of Siler City after having the water put into your name.**

### FINAL

1. \_\_\_\_\_ Schedule walk-through of the home before moving in.
2. \_\_\_\_\_ Sign lease and guidelines
3. \_\_\_\_\_ Receive keys