

MarketHillOne

PROPERTIES

MARKETHILLONE PROPERTIES **APPLICATION COVER LETTER**

Prospective Tenant,

Thank you for your interest in joining our community. The application is very important to the process you are beginning. Please be sure you fill out the application completely. Leave no blank spaces. If a space does not apply to you, put "N/A" on the line. An incomplete application will delay the process. We must have phone numbers for your current and previous landlord as well as your employer.

The screening process usually takes 2 to 4 days depending on how quickly your landlord and employer respond with the requested information. A tenant credit check and criminal background screening will be conducted on all applicants as well as employment and or income verification. Previous rental history will be taken into consideration, including timely rent payments, keeping property in good condition, and fulfillment of previous leases. A minimum income level is required to rent the unit.

Each adult who will live in the rental must fill out an application and be approved. The person screening fee must accompany the application in the form of a personal check or cash. The fee is non-refundable.

Once the screening process is complete, the property manager (or agent) will present your application to the property owner for the final decision. Applications are reviewed and rental decisions made based upon the qualifications of competing applications. Decisions are not made on the basis of the date the application was received.

Viewing of a property and completing an application is not a guarantee of you being accepted as a tenant. A property is considered rented when a lease has been signed and rent and security deposit paid. A property may continue to be shown even if an application has been received.

If you have any questions, please ask the leasing agent or the property manager. Thank you for your application.

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