

# Universal Application Process

*March 15, 2021*

To ensure proper, fair, secure, and complete informational gathering on potential tenants, we, the property owners, adopt the following Application/Rental Process for all prospective tenants:

1. Initial advertising/marketing through various media.
2. Email or telephone contact/interview for mutual suitability/compatibility.
3. Completion/Delivery of Applicant Screening Criteria, Universal Application Process Policy, Rental Application/Release Of Information Form.
4. Verification of Information submitted.
  - a. copy of two month's prior pay stubs for all renters-per industry standards, renters must prove that monthly rent will be less than or equal to 30 percent of combined gross monthly incomes
  - b. copy of drivers license
5. Showing of Unit.
6. Collection of Credit Check Fee and Credit and Background Checks.
7. Explanation and signing of Residential Rental Agreement. Security Deposit and First Month's Rent due prior to or at time of signing of Residential Rental Agreement.
8. Move In Check List and Issuance of Keys.
9. Move In.
10. Failure to follow this process, inaccurate information or misrepresentation constitutes grounds for forfeiture of consideration. Either party may terminate the process at any step up to and including step five (5) and the negotiating aspect of step six (6). Once lease is signed parties are committed to terms of lease.
11. Multiple applicants will be done in order of submission from #3 onward. The unit in question will be offered to the first qualified applicant to give Security Deposit, First Month's Rent, and signed Lease and paperwork.

Fastest Method: Copy materials then scan them in as an attachment to an email  
To: [JKSHoldings@mwt.net](mailto:JKSHoldings@mwt.net)

Note: We do not accept lease materials via smartphone, ipad, android, or Texting. Best, fastest, and preferred method is email attachment as Mentioned above.