



Dear Prospective Tenant:

Thank you for your interest in our rental property. Our goal is to make the application process as seamless as possible for you, so please carefully read the below application information.

Specific rental guidelines and the choice of which applicant to approve are at the sole discretion of the property owner and not Worth Clark Realty. Time is of the essence for you and the property owners we represent. Property owners reserve the right to sign a lease with any approved applicant at any time. So, it's important that you provide all necessary information (see below) immediately upon submitting your application online.

APPLICATION PROCESS

1. **Application.** Complete the online application at www.WorthClark.com/Apply
 - a. The application fee is \$45 per occupant over age 18 and can be paid online via debit/credit card. All application fees are non-refundable.
 - b. Our Broker Disclosure Forms are also found here for your review.
 - c. All fields must be fully completed. The more information the better.

2. **Supporting Documentation.** You should immediately deliver the below information to your WCR real estate professional by email, fax, in-person, or by uploading as a supplement along with your online application. Your application will not be reviewed or considered until all the following are provided. Additional information may also be required upon initial review.
 - Application fully completed via www.WorthClark.com/Apply
 - All applicable, non-refundable application fees paid
 - Copies of government issued photo ID for all occupants over the age of 18
 - The most recent two month's paycheck stubs, or bank statements if self-employed
 - Last year's W-2s, or 1099s if self-employed

3. **Review.** Once all the above is provided, your application will be reviewed on the next business day. Review takes approximately one to two business days, and additional information may be required upon initial review before a decision can be made.

If your application is not approved, you or your real estate professional will be notified, and you will receive a letter of declination.

4. **Approval and Lease Signing.** If approved, you and your real estate professional will be notified with additional instructions, and a lease agreement sent for your review and signature.

If you have any questions about the leasing process, or how leases work, please consult the real estate professional who represents you.

Thank you, again, for your interest.

Regards,

Worth Clark Realty

