

CO-BROKER INSTRUCTIONS

In an effort to expedite approval of your client and to Get There First please follow these guidelines when presenting an offer.

1. A separate application is needed for each individual over 18 that will stay in the property along with a \$25 app fee PER PERSON. Do not combine the application fee with the application deposit. A copy of the application can be printed in Tenant Policies.
2. The application should contain easy contact numbers for the last 2 years of landlord rental references. This should include the previous landlord's cell phone number if possible. Be sure to see if this is completed so we can obtain rental history easily for your client.
3. If your client is self employed proof of income is still required. A tax return and bank statements will usually prove income for our owners.
4. Credit and criminal reports will be obtained and if there are no problems the stated security deposit (usually equal to one month) in the listing is all that is required AT THE TIME OF APPLICATION. The deposit must be in cleared funds so if your client writes a check we must have a telephone number to verify the check is good. No applications will be accepted without cleared funds for the application deposit. This amount will be credited towards the security deposit when the lease is signed. Until that time it is 100% refundable and the property will remain on the market.
5. Pets are usually accepted and the refundable deposit is \$250 per dog and \$150 per cat. These need to be included with deposit and offer or paid before move in.
6. Applicants with defective credit, rental history, or criminal may be considered with additional deposit requirements. Just bring in the offer and let us do the rest.
7. Your commission will be paid at move in when the first month's rent is paid. All we need is your broker name, address, and fed id #. KPM is very fast at paying bills.
8. Deliver the application, application fee, and deposit using separate money orders or verifiable checks to our office located at 5498 Poplar Ave., Suite #3. We have a 24/7 drop slot.