

HEIRS REALTY APPLICATION PROCESS

- 1. EITHER PRINT OUT THE PDF APPLICATION (COMPLETE IT IN IT'S ENTIRETY, SIGN IT, PLACE YOUR EMAIL ON THE APPLICATION) AND SUBMIT ALONG WITH A COPY OF YOUR DRIVER'S LICENSE & SOCIAL SECURITY CARD AND EMAIL TO: heirsrealtypropertymanagement@gmail.com OR FAX IT TO: ATTENTION CAROL REYNOLDS, BROKER, HEIRS REALTY & PROPERTY MANAGEMENT LLC, 1-800-625-4923. OR YOU CAN CALL FOR A FILLABLE APPLICATION, HOWEVER, THE SIGNATURE CANNOT BE AN E-SIGNATURE, YOU HAVE TO MANUALLY SIGN IT AND EMAIL OR FAX IT BASED ON THE CONTACT INFORMATION ABOVE. WE ACCEPT APPLICATIONS IN THE ORDER IN WHICH THEY ARE RECEIVED. WE WILL NEED A SEPARATE APPLICATION COMPLETED FOR EACH PERSON OVER THE AGE OF 18 RESIDING IN THE HOME.**
- 2. YOU WILL RECEIVE A CALL AND AN EMAIL FROM OUR OFFICE THAT YOUR APPLICATION HAS BEEN RECEIVED. YOUR APPLICATION WILL NOT BE PROCESSED UNTIL THE \$65.00 NON-REFUNDABLE APPLICATION FEE HAS BEEN PAID. YOU HAVE TWO OPTIONS: PAY USING ZELLE: Heirs Realty & Property Management 404281-6041 is the information you need to send in the application fee OR PAY BY CASHIER CHECK OR POSTAL MONEY ORDER. ABSOLUTELY NO CASH or CREDIT CARD AND DEBIT CARD PAYMENTS!**
- 3. AFTER RECEIVING A COMPLETED, SIGNED APPLICATION AND YOUR APPLICATION FEE, YOUR APPLICATION WILL BE PROCESSED THROUGH A THIRD-PARTY TENANT SCREENING COMPANY. THEY WILL DO A CRIMINAL BACKGROUND CHECK, CREDIT CHECK, AND EMPLOYMENT AND RENTAL HISTORY VERIFICATION.**

4. YOU WILL BE NOTIFIED VIA EMAIL IF YOUR APPLICATION HAS BEEN APPROVED. IF APPROVED, YOU WILL HAVE 48 HOURS TO PAY YOUR RESERVATION FEE TOWARDS RENTING THE PROPERTY. FAILURE TO PAY YOUR RESERVATION FEE, WILL RESULT IN OUR COMPANY MOVING FORWARD WITH REVIEWING ANOTHER APPLICATION.

END OF PROCESS.