

RENTAL PROCESS

Many people often ask,

“What is the application process?” and “What happens after I am approved?”

Since it can vary so much from company to company, here are the steps from application to move-in.

1. **SUBMITTING YOUR APPLICATION** –

- a. Applicant(s) submit an application online at OnPointResidential.com for the Property they're interested in.
- b. Each person 18 years of age and older must submit an application.
- c. Each applicant will need their own, unique email address.
- d. Each applicant will be required to pay the application fee of \$50.00.
- e. If you do not have a scanner, you can take a picture of your two most recent paystubs and Government issued ID and text them to 678.772.2303 along with the address of the Property you are applying for.

2. **UPON APPROVAL OF YOUR APPLICATION** –

- a. You will be notified of the approval and sent a “Holding Deposit Agreement” (HAD) with your expected move-in date listed.
- b. An email will be sent out with instruction on how to set-up your Tenant Portal so you can pay the “Holding Deposit” (HD) which is equal to one month's rent.
- c. You will have 24 hours to sign and return the Holding Deposit Agreement and pay the Holding Deposit, during which time the Property will not be offered to any other Applicants.
- d. Once the HAD and HD have been received, the Property will be held for you.
- e. Should you decide NOT to return the Holding Deposit Agreement and/or pay the Holding Deposit, your approval will stay on-file but the Property will continue to be marketed and applications processed. If you decide at a later date to pursue a Lease, the Property may, or may not be available.

3. **PREPARING FOR MOVE-IN** –

- a. A Lease will be prepared and sent to each Applicant for signing. Once all Applicants have signed, we will countersign and post a completed copy available for viewing and download in your Tenant Portal.
- b. You will use the Lease to call each utility company and schedule services to be connected in your name effective as of the start date of the Lease.
- c. All make-ready work, including lock changes will occur prior to the start date of the Lease.
- d. A move-in inspection form will be emailed to you to be used at move-in.

4. **MOVE-IN** –

- a. Tenant will log into their Tenant Portal and pay all required fees:
 - i. Security Deposit (refundable) – Minimum = 1 month's rent / Maximum = 2 month's rent
 - ii. Last Month's Rent – Current rental rate as listed on your Lease
 - iii. Administrative Fee - \$200.00
 - iv. Re-key Charges - \$100.00 vendor trip charge + \$25.00 per cylinder
 - v. Pet Fees / Deposits(if applicable)
- b. Your Holding Deposit will be automatically applied to your first month's rent.
- c. After all charges are paid in full and the Lease is signed, Landlord will furnish all access materials for Property.
- d. Tenant will have 3 days to fill out the move-in form, including any pictures if desired, and email all to Landlord. This will be used at the move-out walk-through to assess any liability against the Tenants security deposit.
- e. Your second month's rent will be pro-rated for the number of days occupied during the first month.