

Application & Move-in Procedure

Application Submission

We encourage all applicants to review our Landlord Leasing Criteria prior to submitting your application, to determine your eligibility. You can submit your application by visiting our website, locating the Tenant tab, and clicking on the Apply Online button. Please remember to fill the application out in its entirety, being as thorough as you can. Include all supporting documents to your application such as; copy of your driver's license, 2 most recent paystubs, 3 pictures of all pets, and if self-employed include your 3 most recent bank statements. You must submit an application for all occupants that are 18 years and older. We will not process any application until all necessary documentation has been submitted. If for some reason you are submitting a paper application, you must bring your application fee to our office, in the form of cashier's check or money order, payable to Plat Realty. Applications will not be processed until we receive the application fee.

Please allow 24-48 hours for processing. Once we complete the processing of any application, one of our staff members will be in contact with you.

Application Approval

Once your application has been approved, a staff member will contact you to inform you of our decision. At that time, we will email all parties a preliminary lease document, called a lease draft. This document will contain all of the terms agreed upon by all parties. DO NOT sign this document, as it is only a draft. Once all parties read through the draft, and approve those terms, we will email the documents to both landlord and tenants for electronic signature. Once the lease is signed by the tenant, they will have 24 hours to submit the security deposit to our office in the form of cashier's check or money order, payable to Plat Realty.

Our Pet Policy & Procedure

All pets are considered case by case, and do require landlord approval. We require the submission of 3 photographs of each pet that will be residing at the property (sitting, standing, and face shot), along with detailed information about the pet, which should be answered within the application itself. Upon discussing each pet with the landlord, they will have sole discretion to either approve or reject the pet(s) in question.

If the pet(s) is/are approved, we will require a minimum \$350 refundable pet deposit for each pet (pet deposit is subject to change at the discretion of the landlord). Plat Realty also requires the submission of a \$100 Pet Administration fee per household, to cover all costs associated with Pet Administration for the property. All pet deposits and fees must be submitted within 24 hours of signing the lease. The deposit and fee must be in 2 separate cashier's check or money order, payable to Plat Realty.

Please keep in mind that until a lease is signed by all parties, the property you applied for will remain on the market and available to lease by anyone that applies.

The Lease is signed.....now what?

Once you have approved and signed your lease document, you are bound to the terms within*. At this time, we will remove the property from the market. From the time that you sign your lease, until the day that you pick up your keys to the property, there are a number of items that must be addressed.

- You must set-up all utility accounts in your name, with the effective date of the lease commencement date. We require confirmation numbers for each of these accounts: Water/Trash/Sewer, Electricity, and/or Gas. You can bring email printouts of these confirmations from the utility companies with you when you pick-up your keys, or email them directly to our office as you receive them. We will not give any tenant keys without confirmation of all utilities. No Exceptions!
- You must purchase renters insurance, through any provider of your choice, and provide a copy of your policy declarations page to our office either at key pick-up, or email directly to our office at any time. We will not give any tenant keys without a copy of your policy declarations page. No Exceptions!
- Obtain your pro-rate rent and/or first month's rent check. All pro-rate and/or first month rent payments are payable to Plat Realty, in the form of cashier's check or money order only. If your lease commencement date is after the 15th of the month, we do require that you pay the first month's rent, in addition to any pro-rate rent, at the time of your key pick-up.
- Schedule a time to pick-up your keys at our office. All keys are available the day prior to your lease commencement date between 3:00-4:00pm, as a courtesy to our tenants. If you are unable to pick-up keys during that time, you can arrange to pick-up keys during our normal business hours on your lease commencement date. Should your lease commencement date fall on a Sunday or Monday, keys can be scheduled to be picked on Monday, during our normal business hours. We do not schedule any key pick up appointments on Saturday or Sunday.

***Once your lease is signed, it is a binding document. Any requested changes must be made in writing, approved by landlord, and tenant must submit a \$150 Lease Change fee prior to the requested change being processed.**

Moving into your new property

Once you pick up your keys to the property, you are free to move in at any time. We will provide you with instruction on how to activate your tenant portal account, which allows you to submit maintenance requests online and electronically pay your rent. We will provide you with access and instructions when you pick up your keys.

You will be given your Residential Lease Inventory and Condition Form, which you must return a completed/signed copy to our office within 7 days of your lease commencement date. Should you fail to return this document to our office, all items are presumed to be in good condition, unless noted otherwise.

Lastly, we truly hope that you enjoy your new home, and we are happy to welcome you to the Plat Realty family. Should you have any questions during this process, please do not hesitate to contact our office.

Thank you!