

Premier Realtors of Columbus

Lease Application Process

1. Applications are available at the office and on our website, www.premiercolumbusrentals.com
2. The Application Fee is \$50.00 per applicant, and everyone over the age of 18 that will be a resident of the property is required to submit an application. Along with the application you will be required to submit:
 - a. *A copy of your state or military issued photo ID*
 - b. *Proof of income for the previous three (3) consecutive months*
 - c. *Signed rental verification form*

No application(s) will be processed without all of the required documentation and application fees.

3. Premier Realtors of Columbus will pull a credit report, run a background check and verify your previous rental history.
 4. If your application is approved, and the property is available for immediate occupancy, you will be required to pay the security deposit (with certified funds, cashier's check or money order), first month's full or pro-rated rent, and a \$250 pet fee/per pet, if applicable.
 5. If your move in date is delayed, you will be required to pay a non-refundable HOLDING FEE, which will hold the property for a maximum of three (3) weeks. Your holding fee will be applied to the security deposit when the lease is signed. In the event the applicant does not lease the property, the holding fee will be forfeited by the applicant.
 6. Please note that proof of renter's insurance is required on all leased properties. In order to move in the property we must have a copy of the renters insurance.
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