



## JUST THREE EASY STEPS TO APPLY

### GO TO WRIGHTDAVIS.COM

From the homepage, click on the “Apply Now” gold button. Please read all the instructions and information before submitting your application. Create a username and password. From here if you have co-applicants you can add them to the application as well. Be sure to have your employer contact information, proof of income, current and previous landlord contact information ready. Applications are \$75 per person over the age of 18 and are non-refundable, regardless of the ability to pay for the lease.

### UPLOAD YOUR INCOME DOCUMENTS AND PHOTOS

During the application process you will be required to upload your photo ID, 2 month’s income documents and pet photo (if applicable) in the appropriate application sections. Please note: We may process multiple applications therefore it’s important to provide all requested documents and information at the time you complete an application. Any delay in providing your requested documents and information could impede the application process.

### GET READY TO MOVE

Once your application is approved, we will reach out and request the security deposit which will “hold” the property for you. At that time, we will also ask that you pay the \$250 Lease Coordination Fee; this fee covers your lease preparation, set-up of your online rental portal and comprehensive move-in inspection. The security deposit and lease coordination fee need to be submitted within 24 hours of approval notification. Once the funds are received, we will take the home off the market and discontinue showings.

**Move-In Date:** Tenants can gain access to the home on Move-In day without the need to stop by our office and pick up keys. How it works: WrightDavis will place a lockbox at the property and we will provide the lockbox code. All remaining fees must be paid prior to move in date. The tenant will retrieve the key from the lockbox to gain access to the home. Once inside the home, Tenants will find additional keys, remotes, fobs, welcome folder/information, etc. Tenant has 10 days to return the lockbox back to the office.

QUESTIONS? CALL 813-251-0001 EXT 2 OR EMAIL [INFO@WRIGHTDAVIS.COM](mailto:INFO@WRIGHTDAVIS.COM)