



Application Instructions

Thank You for showing, and considering, a Rollingwood Management property! To help make the process go as smoothly as possible for you and your applicants, we have prepared this checklist. In light of safety changes from Covid-19, this process has been updated. Observing the requirements will help to ensure a fast and efficient processing of your clients application. **We will not process incomplete or illegible applications. In the case of multiple applications, the best qualified applicant will be selected.**

- 1. Review the Qualification Guidelines with applicant(s).
- 2. Direct your clients to apply through our website at RollingwoodManagement.com for a smooth & quick application process. This secure, online application allows your client(s) to:
 - Pay application fees digitally
 - Upload all needed supporting documentation
 - Complete the application in a contact free, secure & quick manner
- 3. **Funds: 1)** Application Fee(s) of \$55 per applicant over the age of 18. This is paid as part of the online application process. **Application fees are not refunded.**
- 4. A 24-Hour drop slot is available at our office for your convenience. Please notify our listing agent if any physical supporting documentation is being delivered to the office.
- 5. You must represent the tenant, sub-agency is not an option.
- 6. **The Application Process:** The application process normally takes 2 to 3 business days:
 - **If approved:** You will be notified of your client(s) approval and should inform your clients of that approval & the following process.
 - **Security Deposit:** Once approved, we will send the applicant(s) a link to setup an account in our system, we will then post the security deposit for payment to that account.
 - **Deadline:** The applicant(s) will have 24 hours to pay the security deposit via their resident portal.
 - **Lease signing:** When the deposit is received as paid, we will email the lease form(s) via DocuSign to the applicant(s) for electronic signatures.
 - **Deadline:** The applicant(s) will have 48 hours from receipt of documents to execute.
 - **Failure** to meet the deadlines above will result in the property going back on the market.
 - **Orientation:** Once the lease has been signed, we will set up an appointment with the new resident(s) for a virtual, contactless, brief, 15 – 25 minute orientation through Zoom. This orientation will include information about our policies, procedures and how to ensure a successful relationship for both parties. Keys will also be conveyed in line with our contactless move in policy.
- 7. **We want to pay you as quickly as possible** - please submit your invoice & W-9 to bookkeeper@rollingwoodmanagement.com. Commission checks are run and mailed after move in.

Again, Thank you!

Our goal is to make sure you, as an agent, always have an exceptional experience.
If you haven't, please let the listing agent know, we want to make it right!