



### Rental Application Checklist

- Applicant(s) has completed Rental Application
- Applicant(s) has initialed at the top of Page 1 under Applicant's Initials
- Leasing Agent has Checked the Applicant's Identification Type and Expiration Date
- All Applicants age 18 or Older are Listed on the Lease Agreement
- All Applicants age 18 or Older have signed Page 2 of the Rental Application
- Last 2 paycheck stubs are attached
- Last 2 years Form 1040 and Schedule C attached if self-employed or persons with tip income
- Copy of LES or military orders are present for military personnel
- Applicant understands that the lease agreement must be signed within 48 hours of lease delivery or the home will be placed back on the market for rent.
- Application Fee of \$50.00 per person 18 and older is given by certified check/money order\*
- Personal Check for Application (Security) Deposit\*\*
- Fax rental application, documentation, and copies of check to [540-242-0746](tel:540-242-0746) or by e-mail to [Cindy@CovREMgmt.com](mailto:Cindy@CovREMgmt.com)

\*All certified checks or money orders must be made out to CREM for application fee(s) and security deposits.

APPLICATION FEE FUNDS can be overnighted to CREM 9 N. Loudoun St. Suite 200B Winchester, VA 22601

\*\*Security Deposit Monies must be made payable to CREM to begin application processing. Funds will not be deposited until the application is approved and the lease agreement is signed.

\*\*\*Applicant may pay by PayPal by request. There is an additional \$5 convenience fee.