



## Lease Application Information for Agents

Thank you for the interest in the property for lease. Please review the following important information about the application and approval process.

- Read the Application/Rental Criteria. Our online screening process allows applicants to:
  - Understand the application process
  - Know the screen criteria
  - What documents are needed for applying
  - Upload documents
  - Pet information is required at the time of the initial screening and will have another step if applicant approved.
  - Complete application and pay online
  - Connect co-applicants in the system for the same property address
  - Allows for applicants to list tenant representation in the process
- Notify the listing agent your clients are submitting applications. Please include:
  - Applicant names
  - Property Address
  - Expected move-in date

When applicants have completed the application, loaded documents and paid, we will receive a notification that the application is complete.

- We review applications for completion and push the information through for the screening process to begin.
- Complete applications are processed one at a time **in order of submission**. A complete application consists of:
  - Completely filled out application for each person 18 years or older who will occupy the property
  - All required support documents uploaded
  - Paid screening fee submitted for each application (18 years or older)
- **Application Process Timing** : Expect 2-3 business days for screening reports to be processed and reviewed. Keystone Signature Properties follows all local, state, and federal guidelines for Fair Housing and treats all applicants fairly.
- **If applicants are denied**, an adverse action letter will be emailed directly to the applicants per screening laws.
- **If applicants are accepted**, the tenant rep will be notified by email with the “Accepted Tenant Process” information form.
  - If the applicants are approved and have animals/pets, there is an additional screening process. A new email with pet or service animal screening will be sent out at that time.
- **Signed Documents/Funds Due**: Signed lease agreement documents and deposits/rent fees are due within 48 hours of acceptance.

<https://ksp.quickleasepro.com/d/apply/110727>