

Reynolds Management, Inc.

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Welcome and thank you for taking an interest in one of our rental homes. We pride ourselves in being committed to our services and look forward to working with you through the process of finding your new home.

Guidelines for Applying

PLEASE NOTE 2 IMPORTANT ITEMS FOR PROPER PROCESSING:

- **EVERY PERSON OVER THE AGE OF 18 MUST SUBMIT AN APPLICATION AND APPLICATION FEE OF \$25 PER PERSON. WE DO NOT ACCEPT PERSONAL CHECKS.**

- **IT IS A REQUIREMENT THAT YOU VIEW THE INSIDE OF THE PROPERTY WITH OUR AGENT AND PROVIDE US YOUR APPLICATION AND APPLICATION FEE PRIOR TO SUBMITTING THE APPLICATION.**

Necessary Requirements for Viewing & Approval

1. We require that your combined gross household income be at least 3 times the amount of the monthly rent when the utilities are not included in the rent and 2 times the amount of the monthly rent when the utilities are included in the rent. (Take the monthly rent amount and multiply it by 3 if the utilities are not included and by 2 if the utilities are included in the monthly rent. That will be the amount of income we require you to be able to document at the time of your application.)
2. We require a good reference from a current or a previous landlord who you have rented from for at least 1 year and that is NOT a friend or relative who will verify that you have made timely payments and have taken care of the property you rented. (We will need the landlords name, telephone number, address of the residence you rented and the dates you occupied that residence, when you begin the application process).
3. We require a credit report score of 560 or better. (If your ability to rent from us hinges on your credit score, we recommend looking up your credit score at www.freescore.com. At that website you can get your credit score for a minimal amount of \$1 refundable). You must have a major credit card and be sure to call their toll free number at (1-800-316-8824) within the 1st 7 days to cancel the service they are offering **if you don't want the service**.
4. Please fill out an online application by going to www.rentalhomesbyrmi.com
 - a. All applicants must apply separately and list any additional occupants on the application as well.
 - b. Please make sure to read and fill out the application entirely, including current employers/ landlords for the past 3 years and their contact information. Your application may be overlooked if it is missing information.
5. From our website, go to the "Tenant Tab" and print all verification forms that apply.
 - a. Download our employment verification form and fill out section 1.
 - If you are self-employed please provide:
 - 3 most recent bank statements
 - Previous year income tax return
 - Additional savings account information
 - b. Download our tenant verification authorization form
 - All applicants must sign this
6. Submit signed Verification Forms by Fax or E-mail:
 - a. Fax: (517) 7871888
 - b. E-mail: Dawn@rentalhomesbyrmi.com

The application process usually depends on how quickly you supply us with the information and how long it takes to hear back from your employers and landlords. It is important to follow these guidelines in the order above to ensure proper processing.

Please call us at (517) 990-3465 if you have any questions.