



“Our Family Serving Your Real Estate Needs”

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Elite Real Estate Rental Application Process

Thanks for your interest in applying for occupancy with Elite Real Estate property services. Please find below a detail explanation of the application process. All application documents are attached along with our rental criteria guidelines – **all occupants 21 years and older are required to complete all documents and must be listed in the lease.** Please feel free to give me a call at anytime if you have any questions regarding our application process.

- **Documents Required– all applicable sections must be completed in detail:**
 - Application for Lease (attached)
 - Copy of last pay stub or earnings statement
 - Copy of all “Other Income” reported on the lease application
 - Photo ID (Driver’s License, Passport, etc.) from all applicants
- **Delivery of Documents – forward all the above documents:**
 - Email – Bruce.Flight@FlightHomes.com
 - Fax – 804.980.7000
 - In Person – Elite Real Estate, 5380 Twin Hickory Road, Suite 205, Glen Allen, Virginia 23050
- **Application Process:**
 - **Approval Process** – once your completed application documents are received, you will be notified by email regarding your approval status within approximately 24-48 hours.
 - **Property Hold until Occupancy** – all property’s for rent are on a “first come, first serve” basis and are placed on “Property Hold” only when the prospective tenant has delivered the signed lease documents and monies due to our office.
 - **Executing the Lease Documents** – the prospective tenant must sign all lease documents and the following monies are due in order for the property to be placed on “Property Hold”. Failure to execute all lease documents and pay the below monies as soon as possible may result in the property being rented to another applicant.
 - Application Fee - \$50.00 per applicant made payable to Elite Real Estate and may be paid by personal check.
 - Application Deposit (Security Deposit) – a minimum of one month rent and made payable to Elite Real Estate and **must be paid by bank check, money order or certified check – no personal checks accepted.** By law, the Application Deposit is non-refundable but converts to the tenants refundable Security Deposit upon commencement of the lease and occupancy of the property by the tenant(s).
 - Once all lease documents are executed and monies above paid, the property is placed on “Property Hold” and prepared for the new occupants.
 - **Date of Lease Commencement and Occupancy** – on this date the tenant(s) will be given keys, move-in inspection report, home orientation and the following monies (if applicable) are due at that time:
 - Current Month Rent or Pro-rated Rent - made payable to Elite Real Estate and **must be paid by bank check, money order or certified check – no personal checks accepted.**
 - Security Deposit – the non-refundable Application Deposit will be converted to your refundable Security Deposit. An additional Security Deposit maybe required as a condition of occupancy and made payable to Elite Real Estate and **must be paid by bank check, money order or certified check – no personal checks accepted.**
 - Non-Refundable Pet Fee - \$250.00/pet and made payable to Elite Real Estate and **must be paid by bank check, money order or certified check – no personal checks accepted.**

5380 Twin Hickory Road · Suite 205 · Glen Allen, Virginia 23059
Serving Central Virginia