



RENTAL REQUIREMENTS AND INSTRUCTIONS

Please read and follow the instructions and submit the documents mentioned below to: info@nannypm.com

***** IMPORTANT *****

- **PLEASE INCLUDE PROPERTY ADDRESS IN SUBJECT LINE AND YOUR CONTACT INFORMATION IN ALL EMAIL CORRESPONDENCE.**
- **PLEASE SEND COMPLETE PACKAGE IN ONE EMAIL. OFFER WILL NOT BE REVIEWED AND CONSIDERED IF ANY OF THE DOCUMENTS ARE MISSING. PLEASE ALLOW 24-48 HOURS FOR RESPONSE AND COMMUNICATE VIA EMAIL FOR ANY OFFERS SUBMITTED.**
- **ALL TENANTS MUST HAVE CLEAN CRIMINAL RECORD AND NO PAST EVICTIONS TO BE CONSIDERED.**

Submit the following documents with your offer:

- **BROKER/TENANT INFORMATION SHEET.**
- **CONTRACT TO LEASE – FULLY COMPLETED, SIGNED & INITIALED BY ALL APPLICANTS.**
- **CLEAR COPY OF DRIVERS LICENSE AND SOCIAL SECURITY CARD FOR EACH ADULT (TAKE PICTURES ATTACH IN EMAIL IN JPG FORMAT, AS IT COMES OUT A LOT CLEARER THAN SCANNED COPY).**
- **PROOF OF INCOME: LAST 4 PAYSTUBS OR COPIES OF PAYCHECKS RECEIVED, OR ANY OTHER AVAILABLE INCOME - RECENT SSI LETTER OR RETIREMENT RECEIVED, ETC. IF SELF EMPLOYED, PLEASE PROVIDE LAST 3 FULL BANK STATEMENTS WITH ALL PAGES SHOWING DEPOSITS & FUNDS, AND ACCOUNT HOLDER'S NAME AND ADDRESS ON FIRST PAGE. IF RELOCATING OR TRANSFERING WITH JOB, PLEASE PROVIDE LETTER FROM EMPLOYER STATING START DATE AND SALARY. NET INCOME MUST BE EQUAL TO AT LEAST 2.5 TIMES THE AMOUNT OF RENT PER MONTH IN ORDER TO BE QUALIFIED.**



- ONCE INCOME AND EMPLOYMENT IS VERIFIED, TENANTS WILL BE INSTRUCTED TO SUBMIT APPLICATION FOR SCREENING ON OUR WEBSITE WWW.NANNYPM.COM. CLICK ON **APPLY NOW**.
- SCREENING FEE IS \$20 PER ADULT AND EACH ADULT LIVING IN THE PROPERTY MUST SUBMIT APPLICATION INDIVIDUALLY, REGARDLESS IF THEY ARE ON THE LEASE OR NOT.
- SCREENING RESULTS ARE RECEIVED WITHIN 24 HOURS.
- MONEY ORDER OF ONE MONTH DEPOSIT MUST BE SUBMITTED TO **NANNY PROPERTY MANAGEMENT** ONCE TENANTS ARE APPROVED BY LANDLORD/ PROPERTY MANAGEMENT AND WILL BE PROVIDING LEASE FOR SIGNATURES.
- ALL MOVE-IN FUNDS MUST BE PAID UPFRONT – NO INSTALMENT PAYMENTS ACCEPTED.
- FIRST AND LAST MONTH RENT PLUS ONE MONTH OF SECURITY DEPOSIT REQUIRED TO MOVE IN. CLEAN CRIMINAL RECORD AND NO PAST EVICTIONS FOR ALL ADULTS TO QUALIFY.
- A NON REFUNDABLE PET FEE APPLIES TO ALL RENTAL PROPERTIES – \$250 PER PET - NO EXCEPTIONS!
- ONCE LEASE HAS BEEN EXECUTED TENANT MUST SUBMIT APPLICATION TO ASSOCIATION (IF APPLICABLE) AND OBTAIN THEIR APPROVAL BEFORE MOVING IN.