



APPLICATION CHECKLIST

After you have received your RentGrade report, you will need to review the information and decide on the next steps that you would like to take with your applicant. All of the information you need to make a confident decision will be provided in the report, but we do advise to verify the accuracy of the information prior to signing the lease. Below is a helpful application checklist to follow as you go through the application process.

- Sign up for a free account with Ease Rental Solutions
- Receive the application link
- Invite potential tenants to apply using the application link
- Receive the RentGrade report which includes a TransUnion resident score, criminal and eviction check, rent to income ratio, and key factors about your applicant.
- Review the report and potential red flags and risk factors
- Verify that all adults that will reside in the property have submitted an application
- Verify the income information for the household with supporting documents
(Tip: Look for applicants to have at least 3 times the monthly rent in gross income as a household)
- Verify the rental or mortgage information with a housing reference
- Verify the applicant's identity with a valid id
- Verify the number and breed of pets
(Tip: Insurance companies may not provide coverage to a property that has an aggressive breed animal)
- Review any local and state laws and ordinances regarding housing as well as the Fair Housing and Equal Opportunity guidelines
- Approve or deny your applicant and let Ease know
 - If you choose to approve your applicant, *congrats!* You're ready to sign the lease.
 - If you choose to deny your applicant based on adverse information in the report, we will need to provide your applicant with an Adverse Action Letter. The Fair Credit Reporting Act requires that we let any applicant know the factors contributing to their adverse information.
 - Once you have decided, please let us know so that we can close out the application or prepare the adverse action letter for you. If we do not hear from you, we will assume the application has been accepted.

After completing the checklist above, if you have any questions, please let us know.

We hope that our service has allowed you to find a great tenant!