

## Application Suggestions:

1. don't leave any line blank or incomplete \_\_\_ it causes questions and delays later. Call us before submitting or add a page explaining any incomplete answers.
2. provide copies of pay stubs or income receipts for the past two months. Use tax returns if you are or were self-employed. The requirement is at least three times the rent in combined income and it must be documented as well as stable.
3. ask your current and your last landlord for letters of recommendation.
4. do the same for your employer. In both cases an email to us is fine.
5. if you have a resume include a copy but if not, type up a page about who you are, where you have been, and what you have been doing for the past few years. Pictures don't hurt, either. It's always good to put a face on your application.
6. provide proof of renters insurance when signing the lease and be sure Batchelder Properties appears as an additional insured party.
7. if you are a married couple one application will work. If you are an unmarried couple, fill out two versions and provide the pay docs and references for each.
8. background checks are required if a lease is offered and they are paid for by the applicant. One is required for both a tenant and co-tenant.
9. we interview applicants in person and require they physically inspect any property they are interested in so visiting our area is a necessary part of the application process.

This is all about marketing . . . presenting your best qualities in order to get the "job". We have seen photos, recommendation letters from teachers and counselors, even offers to bring the pet for an interview. So just pretend you own the home and you are looking for the best, most dependable tenant and try to be that person.