



EXCEL REAL ESTATE MANAGEMENT, INC.

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www.ExcelREM.com

SIGNING AND PROCESSING LEASES

Thank you for visiting us at Excel Real Estate Management, Inc. We realize there are many different apartment agencies to choose from and every agency has different procedures for signing and processing leases. Here at Excel Real Estate Management, Inc. we strive to make the process as smooth and uncomplicated as possible. Once you find one of our properties you would like to rent, the next steps are easy and straightforward.

- 1) Make an appointment to meet with a qualified, friendly Excel Real Estate Management, Inc. leasing agent.
- 2) We request all prospective residents attend the meeting equipped with the following:
 - A fully completed credit application for each resident. For your convenience, this form may be printed from our website or we have them readily available at our office.
 - A \$25.00 non-refundable credit application fee for each resident.
 - A Driver's License, State ID, or passport for each resident.
 - A security deposit which is, in most cases, equal to one month's rent. This must be in the form of guaranteed funds (ie: no personal checks).
- 3) A qualified, friendly Excel Real Estate Management, Inc. leasing agent will thoroughly review the lease with all residents. We will happily answer any questions about the lease including all addendums, lead based paint forms, and cosigner agreements.
- 4) Upon completion of signing all necessary forms, Excel Real Estate Management, Inc. will process the credit application. This process includes:
 - Review of credit history through credit references and a credit report.
 - Verification of employment history.
 - Verification of rental history.
- 5) If Excel Real Estate Management, Inc. has any questions pertaining to the application, we will call the phone number listed for clarification.
- 6) If your application verifications meet the qualifying guidelines, the lease will be approved by Excel Real Estate Management, Inc.
- 7) If for some reason, we are unable to accept your application for rental, the security deposit will be refunded 100%. However, the application fee is not refundable.
- 8) Upon completion of all items above, we will set up a date and time for you to pay the first month's rent, pick up the keys, and begin enjoying your new home! We will then continue to provide excellent customer service, striving to make your experience with Excel Real Estate Management, Inc. enjoyable!