



JNB Platinum Properties

The Key to your Success!

ATTENTION ALL APPLICANTS

We are delighted that you have chosen a JNB Property for your new home. We want to assist you to in making the application process as smooth as possible. To make sure there are no delays in processing, we ask that the following be done:

1. We must have a completed application on EACH person who will live in the home. THE APPLICATION MUST BE COMPLETED IN ITS ENTIRETY. NO SECTIONS MAY BE SKIPPED. If something does not apply to you, please mark through that section or put N/A. (i.e. Your Spouse section)
2. It is critical that we have working phone numbers and current email addresses for each party on the lease and your guarantors if applicable.
3. Your application MUST be legible. If we can't read it, we can process it and it will be denied automatically.
4. Applications and fees for all roommates must be submitted at the same time. A home will not be taken off the market until all paperwork is complete and fees paid.
5. We need a separate check for the deposit and the application fees. The deposit is not put in the bank until the application is approved. The application fee is put in the bank immediately.

REQUIREMENTS FOR A COMPLETED APPLICATION TO BE PROCESSED:

- _____ TAA Rental Application completed and signed (front and back)
- _____ Guarantor form Completed and signed (if applicable)
- _____ Application fee (\$_____)
- _____ Guarantor Fee \$35.00 per guarantor
- _____ Security Deposit (\$_____)
- _____ Signed Statement of Rental Policy

NO CASH IS ACCEPTED

INSTRUCTIONS FOR BACKGROUND CHECK

We utilize TransUnion Smart Move for our tenant screening. We must run a background on each party to the lease. Buildium will automatically email you at the email address provided and give you instructions on

authorizing the completion of the background screening. **YOU MUST FOLLOW THE DIRECTIONS IN THE EMAIL IN ORDER FOR US TO OBTAIN YOUR BACKGROUND.** If you fail to complete the authorization, your application will be denied.

All paperwork will be processed within 48 hours of receipt. You will be notified via email if your application has been approved. Upon approval, you will have 24 hours for all parties to sign and complete all lease paperwork. If all lease paperwork is not completed within that time, the property will be placed back on the market and your security deposit will be forfeited.

SHOULD YOU CHANGE YOUR MIND AFTER YOUR APPLICATION HAS BEEN APPROVED, YOUR DEPOSIT WILL BE FORFEITED AS LIQUIDATED DAMAGES.

NO INDIVIDUAL LEASES

We do not offer individual or “by the bedroom” leases. All leases are by the unit and all parties on the lease are responsible for the entire home. Residents and Guarantors are responsible for the entire monthly rent, not a portion.

GUARANTORS

In roommate situations, EACH roommate must have a guarantor OR one guarantor must agree to guarantee the lease for all parties. EACH guarantor is responsible for the entire monthly rent, not just a portion.