



Property Address: _____

Agent Preleasing Checklist

Please check each item as it is completed. Please understand that invoices will not be paid for incomplete files.

Applications:

- App is signed on front and back by applicant
- App has **legible** name, address, SS#, birth date, and driver's license # and state
- Emergency information is complete
- Have check for \$45 App Fee for each applicant
- Have separate checks for deposit (one month's rent)
- Have Prelease Criteria Checklist signed by all applicants
- Fill out and sign back of each app
- Once, applications have been approved, have the lease signed
- From the day of approval, the applicants have 7 days to turn in the lease and all guarantor forms filled out **COMPLETELY**
- Have check(s) for first month's rent
- Emergency information is complete

Guarantor Forms:

- Form is notarized
- SS#, email address, driver's license # and state, birth date, and income are all on **BOTH** parts of the form

Agent Signature: _____

Kline Representative Signature: _____