

Attention Brokers!

The following is the system that Bushburg Properties, Inc. requires you to follow in order to have an apartment/loft removed from the market, review submitted applications, and approve them. Please note that our forms must be used for tenant and guarantor applications. Forms can be found on our website www.bushburg.com. If applications are not submitted as requested below, they will not be considered and the unit will be relisted.

REQUIREMENTS FOR BUSHBURG TO TAKE AN APARTMENT OR LOFT OFF THE MARKET:

- 1) Please advise me that you have taken a deposit on a specific space by email or text with the following details:**
 - a) Address and unit #
 - b) Price agreed upon
 - c) Specify if utilities will be paid separately, or if the price you have quoted includes utilities
 - d) Lease terms – i.e. 12 months, 14 months
 - e) Move in/Lease start date
 - f) Number of applicants
 - g) Number of guarantors
 - h) What was promised – i.e. painting, cleaning, wall removal (If something is not mentioned during initial contact regarding deposit taken, the broker is responsible for providing it.)

APPLICATION SUBMITTAL:

- 2) All applications must be submitted to me by email in full as listed below, within 72 business hours of notification of deposit, or the space will be relisted, unless I receive an update about the status of the application prior to the 72 hour deadline. Do not email me partial applications. All documents must be submitted at the same time. Partial applications will not be considered.**

APPLICATION DOCUMENTATION REQUIREMENTS:

- 3) Required Application Documents for Tenants (Tenants must make 40X the rent amount):**
 - a) One complete application for each applicant
 - b) One credit check per applicant, with credit score
 - c) Proof of income for each applicant. Can be one of the following:
 - i) Three most recent pay stubs
 - ii) Current tax return (if current income is the same)
 - iii) Letter verifying employment if job change (must include a supervisors contact name and telephone number, rate of pay and frequency of that rate)
 - d) Two most recent bank statements
 - e) Landlord reference or last 4 rent receipts or other proof of last 4 rent payments
 - f) Picture ID
- 4) Required Application Documents for Guarantors (Guarantors must make 80X the rent amount):**
 - a) One complete application for each guarantor, notarized
 - b) One credit check per guarantor, with credit score
 - c) Proof of income for each guarantor. Can be one of the following:
 - i) Three most recent pay stubs
 - ii) Current tax return
 - d) Two most recent bank statements (if necessary)