Re: How to Apply for a Rental Property at Iron Key Realty

Thank you for considering our rental property. We take immense pride in managing our properties and ensuring that our tenants find the perfect housing that meets their needs.

Below is a checklist of items that you will need to complete in order to be considered for one of our properties:

- ☐ RentalApplication- Create an application through our website and pay the $75 application fee. Every person over 18 will need to complete this process.

- ☐ Credit and Background Check - Once your application is received by us, you will receive an email to confirm and authorize us to run a credit and background check. This is a "soft pull" and will not affect your credit score. Every person over 18 will need to complete this process.

- ☐ Email the following documents to us at IronKeyKC@gmail.com in *one* **email**.

    - ☐ Rental Reference - Complete the top half of our Rental Reference Form so we may verify your current or previous rental status.

    - ☐ Employment Verification - Provide last three paystubs for each person over 18.

    - ☐ Income Verification - Provide last two months of bank statements for each person over 18.

    - ☐ Photo Identification - Provide a copy of each driver's license or photo identification for each person over 18.

Once we have received your application, credit/background check and the email with your other documents we will then begin to confirm your employment and rental references. You will be notified within 48 hours if you are approved for a rental property and then we will begin the lease signing process.