

WINDERMERE PROPERTY MANAGEMENT  
HOUSING APPLICATION COVER LETTER

Prospective Tenant:

Thank you for applying for housing with Windermere Property Management. The attached application is very important to the housing process you are beginning.

Please be sure you fill out the application completely. Leave no blank spaces. If a space does not apply to you, put NA on the line. An incomplete application will delay the process.

We **must** have phone numbers for your *current* and *previous* landlord as well as your employer.

The screening process usually takes about 2 to 4 days depending on how quickly landlords return calls requesting information. Each application is screened for credit history, leasing (rental) history, employment and/or income verification and criminal history.

The screening fee is \$33.00 per person (unless a married couple) and must be paid at the time of application either by credit card, money order or cashier's check. Personal check or cash will not be accepted. The fee is non-refundable.

Once the screening process is complete, the property manager (agent) will present your application to the property owner for the final decision. The decision is made by the owner, not by Windermere Property Management.

Applications are reviewed and housing decisions made based upon the qualifications of competing applications. Decisions are not made on the basis of the date the application was received.

Viewing of a property and completing an application is not a guarantee of you being accepted as a tenant. A property is considered **rented** when a lease has been signed and rent paid. A property may continue to be shown even if an application has been received.

If you have any questions, please feel free to ask the leasing agent or the property manager. Thank you for your application.

Windermere Property Management