

How To: Application Process

Thank you for showing interest in our rental properties!

Do you want to apply but don't know where to start? Don't worry! We are here to help.

*Note: you can put up to 3 properties on one application in order of preference! If you are applying with a group - it must be the same 3 for the entire group. *

Where to find our applications:

- Printable versions are on our website under the property management tab
- Hard copies are in our office located at **21 Santa Rosa St, Suite #250, SLO CA**

2 Ways to Apply:

1. Applying with a cosigner/guarantor
2. Applying based off credit

If you are applying in a group:

Each applicant's applications and their requirements must be turned in together - as a group - in order for it to be deemed completed.

Cosigner/Guarantor Application Requirements:

Here is what you will need to turn it in, if you are applying with a cosigner/guarantor.

Your Cosigner/Guarantor **does NOT** need a separate application.

1. Pages 1-3 on the application filled out with YOUR information
2. Disregard pages 4-5
3. Attach a copy of your DL to the application (If you do not have a DL, a passport or student ID card will suffice)
4. Pay the \$20 application fee via **Venmo (farrell-smyth)** or in our office with a personal check, cashier's check, or money order. NO CASH OR CARD PAYMENTS.
5. Turn into our office OR scan and email it to propertymanagement@farrellsmyth.com
6. Guarantors/Cosigners will need to fill out and notarize page 6 'Addendum B: Guaranty of Lease' - This form does not need to be submitted until you have been offered a property as the form has to be notarized to the property you will be moving into.

Credit Application Requirements:

Here is what you will need to turn in if you are applying based off credit.

1. Pages 1-3 on the application filled out with YOUR information
2. Pages 4-5 signed, this is what gives us authorization to run a background and credit check
3. Disregard page 6
4. Attach a copy of your DL to the application (If you do not have a DL, a passport or student ID card will suffice)
5. Attach 3 months of your most recent pay stubs to the application
6. The credit check requires an additional \$35 fee, this is separate from the \$20 application fee and is used to cover the cost of the credit report & background check. (This can be paid after you view the property and if you decide to take it)
7. Pay the \$20 application fee via **Venmo (farrell-smyth)** or in our office with a personal check, cashier's check, or money order. NO CASH OR CARD PAYMENTS.
8. Turn into our office OR scan and email it to propertymanagement@farrellsmyth.com

Applications Turned In. What Now?

Once applications have been submitted and reviewed, our office staff will reach out to schedule a viewing.

We **DO NOT** rent sight unseen. If you are applying in a group, only one person must attend, if you are all out of town you may have a friend or family member attend on your behalf. We do not offer virtual tours.