Tenant Representation Information

- Please notify listing agent that your clients are submitting applications. Include:
    - Applicant names
    - Property Address
    - Expected move-in date
- Please read tenant application criteria
- Complete applications are processed one at a time **in order of submission**. A complete application consists of:
    - Completely filled out application for each person 18 years or older who will occupy the property
    - All required support documents uploaded
    - Paid screening fee submitted for each application (18 years or older)
- Application Process: Expect 2-3 business days for screening reports to be processed and reviewed. Keystone Signature Properties follows all local, state, and federal guidelines for Fair Housing and treats all applicants fairly.
- If applicants are denied, an adverse action letter will be emailed directly to the applicants per screening laws.
- If applicants are accepted, the tenant rep will be notified by email with the "Accepted Tenant Process" information form.
- Signed lease agreement documents and deposits/rent fees are due within 24 hours of acceptance.

We look forward to working with you and your lease clients.