



# Application Process

## Instructions & Adding Applicants

1. Once you have filled out the initial information to apply, you will then receive an email from rent manager to complete the application, click "Finalize"
2. Create a password
3. Fill out the "Personal Information" section
4. Complete the "Verify ID, Income & Rent History" section
  - [Instructions on the backside of this flyer for answers to common questions](#)
5. **IMPORTANT:** If you have additional individuals in the lease that are **18 years or older** (ex: husband, wife, roommate, grandparent, etc.) you **MUST** add them as "Additional Applicants". See photo below:

### Additional Applicants

Please add all additional occupants over the age of 18 here. They will also be sent a confirmation email to register and submit their own application with us!

+ Add Additional Applicant

- Each and every person who is added as an additional applicant (18 years or older), will then need to fill out their own application and submit payment separately.
- If an occupant is under the age of 18 (i.e children) you will add their information to "Other Occupants". See photo below:

### Other Occupants

List all other occupants who will be living in the home with you. Do NOT list your own name in this section.

Occupant 1

First Name	Last Name	Date of Birth	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Occupant 2

First Name	Last Name	Date of Birth	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Once you complete the rest of the fields on this page, you will then be directed to the application payment.

Reach out to the property manager if further assistance is needed!



# Rent Butter Tips

## Ways to Navigate Rent Butter

- Once you have completed your application, you will then receive an email from Rent Butter to verify your ID, income and housing history
- Click "Start Verification"
- From there you will be directed to Rent Butter to complete this process
- See the below tips for common questions while completing the verification process!

### Additional Information

- If you do not have a social security number, enter **999-99-9999** in the SSN section.
- If you have an ITN number only, fill the SSN section with all **9's** and provide your ITN documents directly to the property manager
- Ensure that you filling out your monthly take-home pay (what you get paid after taxes&deductions are taken out)

### Choose Income Source

- If you select "Unemployment" you will need to upload a copy of the government unemployment statement when verifying income.
- If you select "Disability" you will need to provide documentation when verifying income.

### There are multiple ways to verify income, see the options below:

- Verify with Bank: log into your bank account and it will automatically verify.
- Verify via Payroll OR Verify via Paystubs: you must provide a clear photo or pdf document
- If you get paid in cash: upload a screenshot of a bank statement showing the cash deposits or upload a photo of your driver's license to move forward to next step.

### Verify Housing History

- Enter information
- If you do not have an existing housing provider, write "N/A" in all the fields
- Once you click continue you can leave a comment explaining if/why you had trouble verifying your income or housing information. (ex: you get paid in cash, you previously owned, first time living somewhere, etc.)
- If you paid in cash for your previous housing history, click the box "I do not have proof of housing payments" to move forward.
  - Once you click continue you can leave a comment explaining if/why you had trouble verifying your income or housing information. (ex: you get paid in cash, you previously owned, first time living somewhere, etc.)

Reach out to the property manager if further assistance is needed!