



APPLICATION CHECKLIST

Thank you for applying for your next home with Oz Accommodations! Your application is valid for up to 30 days and may be used toward other homes (minimum scoring requirements must be met). The typical time for an applicant to receive application results is 1-2 business days. Check your inbox for emails from homes@aplacelikehome.com. **REMEMBER** there is a shortage of rental homes, and time is critical to secure your desired home. There are many competitive applicants. The applicant with the highest overall application score will be offered the lease first.

Items to Complete/Submit to receive the maximum total Applicant Score on our Applicant Scoring System:

Application. Complete the online Application for each potential resident 18 years of age and older. Please include:

1. Complete all required information. Include the date of birth for all persons living at the new home, including children. Complete a separate pet application (it must be completed with or without pets). Make an online payment to process.
2. Verification documents of information submitted with your application are uploaded into the application online tool. These include proof of income (paystubs and or W2), child support, alimony, social security benefits, and VA benefits. Self-employed applicants will require additional information to validate the applicants' income.
3. The Employment Verification Request Form must be signed, and a contact person with a phone number and email address must be provided. You must also provide employment history for the past three years.
4. The rental History Request Form must be signed, and we will send it to your previous landlord. You must provide rental and or mortgage history for the past four years.
5. After your application is approved, our team will send you a Tenant Lease Offer validating the information for creating your lease for your new home. It must be returned within one business day. **When considering your move-in date, please remember that we do not hold homes for more than two weeks from their availability date. Your "Move-In Date" is when you will take possession of the home and have utilities in your name. (Utility Confirmation information must be provided and verified by our office before move-in).*
6. Agents' Acceptance or Counteroffer will be sent upon our receipt of your returned Tenant Lease Offer.
7. The lease will be prepared according to the Lease Offer and Acceptance terms via DocuSign. To make the lease valid, the lease must be signed, and the first month's rent, all fees, service charges, and deposits must be received in certified funds payable to Oz Accommodations, Inc.
8. We must have confirmation of utilities in your name prior to your move-in date. On your move-in day, you will be provided a code for a key box at the property to access your new home.
9. You will be provided a move-in checklist of your observations of the property to be returned within seven days of your move-in.
10. You will be provided free access to the Tenant Portal to make rental payments, review documents, and maintenance requests or email fixit@aplacelikehome.com

Thank you for choosing a home with Oz Accommodations! We look forward to having you as a resident!