



## Application Instructions

**\*\*Incomplete applications will not be processed. Please read carefully!\*\***

**\*\*Each adult (18+) must submit an application\*\***

***All Payments must be made Online***

### TO APPLY THE FOLLOWING IS REQUIRED:

- Fully Completed Application
- **Please upload the following while submitting your application via Hemlane:**
  - Copy of government issued ID (drivers license, passport, military ID, photo ID)
  - Copy of (1) month income and (2) most current months bank statements showing beginning and ending balances.
- **Holding Deposit:** Equal to 1 Month's Rent (non-refundable)
  - Holding deposit will convert to a refundable security deposit at check-in. If application is declined, holding deposit will be returned.
- **Screening Fee:** \$30 per Applicant 18yrs+ (non-refundable)

For technical support contact Hemlane customer support @ (855)-720-0224 or support@hemlane.com

### Upon Mike Z Rentals Approval

- \$100 Processing Fee is due (non-refundable)
- A Lease Agreement will be emailed to you and electronically signed.
- **Once Lease is Signed an Association Application must be submitted if applicable** – You will receive an email with the HOA Application & Cover Letter. Please submit the completed HOA Application, Cover Letter and all applicable checks to the location on the HOA Application. If you have questions about the HOA Application please contact the HOA. Tenant **MUST** have association approval before move-in and may take up to 30 days, please plan accordingly.

### Due Prior to Move-In

- **Any Outstanding Balance**
- Arrange for utilities 3 days prior to move-in and provide copy of FPL, LCEC, or electric company active account confirmation.

## **Mike Z Rentals Lease Cover Letter:**

To whom it may concern,

We appreciate your efforts in helping with this lease approval. Please notify Mike Z Rentals (admin@mikezteam.com) of any decisions made in regard to this lease application.

Thank you in advance!