

Approval of Rental Application

Date

Name: _____

Address: _____

City, State: _____

Rental Property: _____

Monthly Rent: \$ _____

Security Deposit: \$ _____

Lease Term: _____ to _____

Dear Applicant:

Thank you for taking the time to submit a rental application for the above property and congratulations! After reviewing your application and the supporting documentation you provided, we are excited to let you know that your application has been approved.

Above are the basic terms of the lease for which you have been approved. At this time, we would like to schedule a time for you to come to the office to sign the lease agreement. In addition, at that time you will also be required to make the following payment(s):

- Security Deposit: \$ _____

- First Month's Rent

- Last Month's Rent

- Pet Fee: \$ _____

- Other: _____

All payments are required to be made by _____. Please contact me by phone at _____ or email me at _____ to schedule a time to sign your lease agreement and make the above payments. We ask that you please provide a response by _____. If we do not hear from you by then, it will be assumed that you are no longer interested in renting the property and we will move forward with the next qualified tenant.

If you have any questions or concerns, please do not hesitate to contact me. I look forward to your response and even more to having you as a tenant.

Sincerely,

Signature

Printed Name