

# Application Process

How to go from finding a home to moving in.

## Step 1

### FINDING YOUR HOME

Whether you come by our office to pick up keys to look at a home, or you utilize an online tour and photos - you are going to find a home and want to apply for it.

Great News! We have an amazing team here to help you through the process.

## Step 2

### THE APPLICATION



You must apply online using your computer, tablet or smart phone at RENTeclipse.com

All future residents 18+ must complete an application.



We will check your credit report



We will check your criminal history



We will check you eviction & rental history



We will verify your income



All applicants and co-applicants MUST have their application completed for their application to be processed.

If you are missing any documentation, such as photo ID, income documentation, pet or service animal documentation it could delay your application until the next processing cycle.

## Step 3

### APPLYING WITH A PET OR SERVICE ANIMAL

When you apply you will be asked to fill out a Pet Profile, a Service Animal Profile or a No Pet Profile. It is crucial to the progress of your application that you complete a **PET PROFILE at the time of application**. This can be done at [RENTeclipse.com/pets](http://RENTeclipse.com/pets)

This step can take several days or longer depending on what documentation you will need to provide and have verified.

## Step 3

### APPLICATION PROCESSING

Applications are processed twice a week.

-  Why you may ask. Great Question!
  -  We used to have a first come first serve policy, but we realized that the system rewarded the quickest applicant, not the best applicant. It left many others disappointed and frustrated.
- We want you to have the best opportunity to get the home you want.
- We use the same criteria on every application we process- so everyone gets fair and equal treatment.

## Step 4

### APPROVALS AND WHAT THEY MEAN

You will get an email from us with a status update.



#### You're approved!

You are the **BEST QUALIFIED** applicant, and you have been sent a SAMPLE lease to review!

If you would like to move forward, **RESPOND** to the approval email ASAP. Then we will send you the official lease for your review and signature.



#### You're approved!

You are the second best qualified applicant and you have the **SECOND OPTION** to lease this property.

If the first applicant does not sign their lease and pay their deposit, you will then have the opportunity to review the official lease and sign.

**IF** they do sign the lease, you can move your **APPLICATION** to any other available property for **FREE** up to 60 days after you initially applied!



#### You're approved with 2x deposit.

Due to issues found during the qualification process we may have to require a double deposit.

We cannot offer a payment plan for deposits, but some applicants have been able to secure a short term loan for the deposit funds from local lenders.



#### You're denied.

Fortunately, this rarely happens.

Unfortunately, if it does it means that you do not qualify for any of our properties.

## Step 5

### AFTER YOU SIGN YOUR LEASE & PAY YOUR DEPOSIT



You will schedule a move in meeting with the appropriate Agent using Calendly.

Sierra McKechnie - Alamosa Area  
<https://calendly.com/sierra-epm/move-in-welcome-meeting>



Cindy Dickey - Grand Junction Area  
<https://calendly.com/cindy-dickey/move-in-welcome-meeting>

At this point Sierra or Cindy will go over the lease and answer any questions or concerns you may have.

They will also help you with the utility forms and walk through the property.