14074 Trade Center Dr., Ste. 128, Fishers, IN 46038

 (317) 253-7500

 [www.bryantco.com](http://www.bryantco.com)

**Application Process**

1. Each person that will reside in the premises over the age of eighteen (18) MUST fill out an online application at [www.bryantco.com](http://www.bryantco.com). Go to Leasing Information and Click Apply Now. Each applicant MUST provide a separate email address for background & credit check processing.

2. The application fee is $75.00. The application fee can be dropped off to our office (Check or Money Order ONLY) or may be paid online by EFT from your bank account. **No credit cards will be accepted for online payments.**

3. After the application fee is processed and paid, you will receive an email from donotreply@buildium.com. Please follow the instructions in this email to set up a Smart Move account, which provides us with authorization to pull your credit and background check.

4. Once we receive your credit and background check, we will email the following verification forms: Verification of Mortgage or Rent, Verification of Employment, Verification of Deposit and Lease Terms. SIGN ONLY at the ‘X’ on each of the three verification forms – DO NOT FILLOUT THESE FORMS! Review and sign the “Lease Terms” and email back the forms along with a copy of a PHOTO ID for all applicants (i.e. valid driver’s license, state identification card or passport).

**Please Note**: The last three (3) bank statements ***may*** be requested in order to process this application. SELF EMPLOYED applicants MUST submit copies of the last two (2) years of tax returns in order to verify income.

5. Once the application and verification process is completed and your application has been pre-approved by the owner, we will email you an Acceptance of Lease Premises document. Once the Acceptance of Lease Premises has been signed and returned, you will need to remit payment for the Security Deposit (equal to one (1) month’s rent + $25.00) within two (2) business days. This can be mailed or dropped off to our office (Check or Money Order ONLY). We will continue to market the property and accept incoming applications until the Security Deposit has been received.

6. Once the Security Deposit has been received, the property is removed from the market. If the applicant(s) cancels or withdraws the application after execution of the Acceptance of Leased Premises document, the full amount of the Security Deposit will be forfeited and will be retained by The Bryant Company as liquidated damages and will not be refunded to the applicant. If this application is approved, the application shall become part of the lease entered into by applicant(s).

7. Pets: A Pet Deposit will be required and the amount will vary depending on the number of pets, size, breed, etc.

The Property Manager will contact you to set up a move-in date and lease signing. You will be emailed a Welcome Letter that will include the names of the utility companies that you need to contact. You will also need to provide us with a copy of your Renter’s Insurance Policy naming The Bryant Company as additional insured. Utilities MUST be placed into your name and a Renter’s Insurance Policy MUST be provided prior to your move-in date or you will not be allowed to move into the property.

**What We’ll Need . . .**

These items will be verified and documented for all applicants:

* **Verification of Income:** Monthly rent payment should not exceed twenty five (25%) percent of the total monthly household income
* Current pay stubs from the past 30 days
* Employment Offer Letter on Company Letterhead
* (2) years previous tax returns if Self-Employed and three (3) months bank statements
* **Credit/Background Check:** Email will be sent via donotreply@buildium.com with instructions.
* **Collections:** Collection items from any utility company or previous landlord will need to be paid off prior to approval
* **No Evictions**
* **Positive Rental History**
* **Average Combined Score of 650 or more for approval without conditions**