



## Thank you for your interest!

To receive keys and move in, the following steps MUST be completed. The quicker you are, the quicker we can get you moved into your new home! 😊

- 1  Complete the Rental Application with **valid** email address & \$35 Application Fee (cash, Money order, or Cashier's Check). **Email is necessary to complete check. Without an email, we can't complete the check. Without the check, we can't proceed with the application process.**  
*\*Once you authorize the background check, it will take 1-3 business days for us to receive it.\* A copy can be provided upon request.*

- 2  Provide copy of picture ID  
 Provide a copy of all proofs of income (job, disability, child support, etc), at least 1 month's worth of pay stubs.  
 S8 voucher with your signature where required

*\*The more info you can offer, the better. Think of this as showing us why you are the ideal candidate.*

### Boxes 1 and 2 can be submitted 1 of 3 ways:

- |  |   |   |
|--|---|---|
| 1) <u>Mail to office</u><br><b>Green Son Improvements</b><br><b>Attn: Leasing</b><br><b>3323 Marshall Ave</b><br><b>St. Louis, MO 63114</b><br><b>**Do NOT mail Cash**</b> | 2) <u>Drop off in person.</u> Office hours are M-F 9a-1p. Office is in shop behind house. Or leave in secured mailbox on house. | 3) <u>Submit online.</u><br><b>Payment:</b> Use website, and click "Houses for Rent" tab. Scroll down and click on "Pay Now" button. <i>Write confirmation number on top of Application.</i><br><b>Documents:</b> Email to <a href="mailto:info@GreenSonImprovements.com">info@GreenSonImprovements.com</a> |
|--|---|---|

**Once you are accepted, you will be notified. Just a few more things before you receive your keys.**

- 3  Sign Lease  
 Pay Deposit  
 Pet Deposit (if applicable)  
\$250 Non-refundable + \$10/month

**\*\* Completing Box 3 locks you in. The property is taken off listing sites, and it is no longer shown to anyone. It is no longer available. This is first come first serve!**

- 4  Provide Proof of Occupancy permit  
 Pay 1<sup>st</sup> month's rent

**\*\* We have to schedule an Occupancy Inspection first. If it hasn't already had & passed the inspection, we will schedule ASAP (usually within a week). If you are working with Section 8, they schedule, and the timing is dependent on them.**

Once Boxes 1-4 are complete, you receive your New Tenant Welcome Packet and keys. Congrats!

Utilities must be put into your name and account starting within 5 days after the date the lease starts. Numbers for utility companies can be found online under Tenant Info and in the welcome packet.

If you have any questions, please don't hesitate to email [info@GreenSonImprovements.com](mailto:info@GreenSonImprovements.com)