



Tenant Applicant Check List & Instructions

Thank you for your interest in our rental property. We're committed to providing quality homes and outstanding service to all our residents.

To help us process your application quickly and efficiently, please take a few moments to review the checklist below (**THIS IS NOT THE APPLICATION, PLEASE DO NOT FILL THIS OUT OR SUBMIT IT**). It includes a list of everything you will need to have ready in order to complete your application online. All information submitted is kept secure and confidential.

Application Link

- Here is the link to begin your application online:
<https://ddpmsol.managebuilding.com/Resident/rental-application/new>

After you have submitted your application, **you will receive a separate email** requesting permission to perform a background check.

Please watch for follow-up emails that may require your attention.

Applicant Information

- First and Last Name
- Social Security Number
- Date of Birth (MM/DD/YYYY)
- Current Address
 - Street, City, State, ZIP
- Email Address
- Cell Phone Number
 - Optional: Consent to receive texts from D&D Property Management Solutions
- Home Phone Number (if available)

Emergency Contact

- Name (First and Last)
- Relationship to You
- Email Address
- Phone Number

 **Required Documents (Upload in PDF or Image format, under 5MB)**

- Driver's License – **Front & Back Images**
- **Most Recent Bank Statement**
- **Most Recent Pay Stubs**

 **Rental History**

Provide information for at least your most recent residence:

- Previous Address
 - Street, City, State, ZIP
- Dates of Residency (Start & End)
- Monthly Rent Amount
- Reason for Leaving
- Landlord Contact Information
 - Name, Phone, and Email
- *(Optional: Add additional rental history)*

 **Employment History**

Provide your most recent employment details:

- Employer Name
- Employer Address
 - Street, City, State, ZIP
- Employer Phone Number
- Employer Email
- Position Held
- Employment Dates (Start & End)
- Monthly Gross Salary
- Supervisor's Name & Title
- *(Optional: Add additional employment history)*



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Terms & Conditions

When submitting your application, you acknowledge and agree that:

- This application is **not a rental agreement**, but a preliminary step in the approval process.
- D&D Property Management Solutions, LLC will verify your references, employment, rental, criminal, and credit history.
- Any misrepresentation may result in denial or termination of tenancy.
- You agree to the use of background checks, including a consumer credit report.
- You accept the Buildium **Privacy Policy, Terms of Service, Arbitration Agreement, and Class Action Waiver.**

You must agree to these terms when you submit your application Online.

Application Process

Upon successful completion, review, and acceptance of your application, we will draft the lease for your review. Owners typically require **First & Last Month's Rent, plus Security Deposit (Total = 3 X Rental Amount)**, payable to **D&D Property Management Solutions** in the form of a Cashier's Check or Money Order and due upon signing of the lease.

Please let us know if we can be of any further assistance.

Warm Regards,
Robert Allan Dion
Broker/Owner