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Application & Rental Process for New Tenants

We know that moving can be a stressful experience but at Riverbend Rentals, we try to make the process positive and painless. Our cutting edge property management software allows us to streamline the entire move-in process, saving time and resources by utilizing our online tools.

To help you better plan and prepare for your move, below is our complete application and move-in process.

RIVERBEND MOVE-IN & APPLICATION PROCESS

- Contact our office via phone or email for information on available vacancies or fill out a guest card online
- Discuss your wish-list, rental history, and tenant qualifications with our Property Manager
- Schedule a showing for any properties you are interested in potentially renting
- Fill out an application on our website; all listed vacancies have an "APPLY NOW" button. All adults living in the home must fill out an application and have a separate email address. There is a \$20 application fee which goes entirely to cover the costs of screening. *Please see "Application Requirements" on our website for more info.*
- If your application is approved, we will send an electronic lease to all adult applicants via email
- All applicants must sign the lease electronically on each page. The lease is then sent back to us electronically to countersign.
- Once the lease is fully executed by our office, you will need to immediately pay the security deposit. Payments can be made via cash, check, or money order at the office. If this is not an option, you may pay the deposit online with a one-time electronic payment. **You MUST notify the Office Manager if you are paying your deposit online**, as the online system will not apply your payment to your security deposit and it must be overridden at the office.
- Schedule your move-in with the Property Manager; typically, we will unlock the unit and leave the keys on the counter to save you the time of coming to our office on moving day
- Setup automatically recurring payments in your tenant portal; this is required in your lease. Rent must be paid prior to move-in.
- Before you begin moving items into the home, walk through the property and complete your inspection checklist. It should be located in your new tenant packet on the kitchen counter. Return to the office within 7 days.

Please let us know if you have any questions or concerns about our move-in process. We want your application and rental experience with us to be a positive one.

Be sure to check out our blog and moving resources page, both available on our website at www.riverbendpm.com!