



## The Joy of Becoming a Homeowner

Dear Client,

Thank you for your interest in renting with Improov Homes! Below are several instructions regarding your application:

1. Kindly sign the CIS Receipt and attach it to the application.
2. Please specify ALL the people who are going to occupy the apartment, adults, and minors (please note, only the people who are specified on the application will be included in the lease and authorized to occupy the rental unit)
3. **Application.** Any adult who is going to be an occupant must fill up an application and include their ID and SSC and must have their tenants' reports. All co-signers must also include all identity, income and assets documents.
4. The application requires a \$300 Application Deposit.
  - a. If accepted, the application deposit will be credited towards your security deposit.
  - b. If not accepted, your application deposit will be refunded to you.
  - c. If you change your mind after the application is submitted, the deposit is NOT refundable.
  - d. All payments should be made through Venmo to our broker @Imbar- Meidani (make sure you see the Improov logo. We do not accept personal checks or cash.
5. Please include the following paperwork with your application:
  - a. Proof of Identity: Driver's license or State ID or Passport AND copy of your Social Security Card
  - b. Proof of Income:
    - Employees: Last 2 years tax returns AND w2 AND most recent 60 days pay stubs
    - Self Employed: last 2 years tax returns AND 3 months business bank statements.
    - Other income: Social security benefits letter OR Pension benefits letter OR Section 8 voucher OR any benefits you may have requires a copy of the formal benefits letter.
  - c. Proof of Assets: last 2 months checking account bank statements



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d. Application Acknowledgements: Please go to [www.improovhomes.com/rentalapp](http://www.improovhomes.com/rentalapp) download, print, sign and add to your application the following acknowledgements:

- Signed Consumer Information Statement
  - Signed Rental Application Disclosures – THIS DOCUMENT
  - Signed Pet Policy
6. Once you are notified that you are accepted for the apartment, you will have to make additional deposit of at least 1 month of rent to hold the apartment until the agreed move-in date. This payment should be made within 48 hours from the time you were notified. Lack of providing a secondary deposit will be considered as forfeiting the application and the application deposit (\$300).
7. Once the 2nd deposit was received now the apartment is held for you and you are responsible for the rent as of the move-in date agreed upon in your application process. In case that you have already made the 2nd deposit and decided to not move forward with a lease for the apartment you will be responsible for the 1st month of rent or until the owner finds a new tenant, whichever period is shorter.

For a successful process, please make sure to careful read and understand these rental disclosures prior to signing. If you have any questions regarding the process, please make sure to contact us so we can clarify these terms.

Once signed all the above terms and conditions will be applied to your process. Please note we do not review any applications, prior to receive the \$300 application deposit and the signed disclosures.

Thank you for your cooperation and for interest in renting with Improov Homes!

Sincerely yours,

Imbar Meidani

Broker of Record  
Improov Homes



(973) 743-9333  
Fax: 973-860-2404



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



[info@improovhomes.com](mailto:info@improovhomes.com)



105 Floyd Avenue  
Bloomfield, NJ 07003



## The Joy of Becoming a Homeowner

I hereby acknowledge that I have read and understood the Terms and Conditions above.

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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