



REALTOR ACKNOWLEDGEMENT

***Applications will only be considered after complete -**

Our process:

1. Each applicant will fill out a completed application properly. Each person 18 and older regardless of whether they are going to be on the lease or listed as an occupant.
2. Each applicant will read and understand the application requirements attached to the MLS.
3. Additional explanation letters may be requested by management.
4. Applicant communication may be through the Real Estate agent until such time of approval.
5. Following approval the tenant will be asked to solely communicate with management regarding the property and additional requests.
6. An applicant can be denied for many reasons. In these cases, such reasons will not be disclosed to the Realtor.
7. Application fee and application deposit must be in certified funds (cashier's check or money order) no personal checks and turned in with the lease application. Please make your application fee to: Ambassador Property Management. The application fee is **NON-REFUNDABLE in all cases submitted**. The application deposit is **NON-REFUNDABLE** unless application is denied. If applicant is accepted and does not take possession of the property management will retain the application deposit.
8. First full month's rent will be paid prior to occupancy in the form of certified funds.
9. ***There is NO pre approval process available. DO NOT call for special consideration prior to the application process. Management will not communicate with owners without a complete application.***
10. All approved applicants will sit through our tenant orientation and lease signing during normal business hours.
11. Invoices for payment are to be submitted to the Listing Brokerage. Ambassador Property Management will not be responsible for payment. A W-9 form will be submitted with each invoice regardless of prior business transactions. Payment will be submitted 5-30 days after tenant takes possession of the property.

NOTE: The application process can take 3-7 business days to complete. Please be aware! DO NOT call regarding the status of any application prior to 5 business days! You may wish to expedite your application process for a \$75 fee. Any applicant and/or Realtor who becomes disruptive and disrespectful to staff will cause the application to be denied/rejected at the discretion of the director.

Signing this acknowledgment indicates that you have had the opportunity to review Ambassador Property Management's tenant selection criteria and the application process.

Signature: _____

Brokerage: _____

License #: _____