

## Rent Smart

Finding and renting a home or apartment that will meet your needs until you purchase can be a significant and often stressful time. At Century 21 Everest Realty Group our goal is to make this transition as smooth as possible. We are dedicated to providing you with excellence, professionalism, and the information necessary for a successful and positive rental finding experience. Here are some tips that you may follow to make searching for your new rental seamless.

### Why use a Renter's Resume?

- Give background as to why you are leaving your current location.
- Provide the landlord with background of your household.
- Allows you to provide references to the landlord to expedite the rental application process.

### Renters Tips

- Where do you want to live?
  - Is it important for you to be close to schools, shopping or work? Check with the local Chamber of Commerce for packet of local area information.
  - When moving to a new city there is no better way to get familiar with an area than to get out and explore.
- While on your rental finding trip consider the lease terms.
  - Will you be able to continue to rent if the home is sold? How much notice is required before you move out? How much of your deposit is refundable? What is the rental rate you want to commit to?
- The early bird gets the worm!
  - The earlier in the day you start your search the better your odds are. When providing a rental resume early in the day to a landlord puts you in the forefront of their mind and other applicants will likely be compared to the same standard.
- When searching for a rental with a pet provide a pet resume including
  - A copy of their shots and or vet records - communities with children and other pets so a landlord will want to ensure the safety of others in the community.
  - References and photos

### Finding a Rental in Utah

- Century 21 Everest Realty Group has a website available to help you with your rental search needs:  
<http://century21propmgt.com/search-rentals>
- Another widely used rental search website available for Utah is:  
[www.ksl.com](http://www.ksl.com)



### CONTACT:

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### Securing Rental Housing

In order to secure your rental with minimum delay, we recommend you bring the following documents:

- Driver's license or passport
- Credit report with FICO Score from one of the following. \*
  - [www.myfico.com](http://www.myfico.com)
  - [www.equifax.com](http://www.equifax.com)
  - [www.experian.com](http://www.experian.com)
  - [www.tgransunion.com](http://www.tgransunion.com)
- Two current pay stubs or official Job Offer Letter with start date and salary.
- A clear idea of total annual household income.
- Bank statement of financial statement reflecting savings.
- Checkbook to pay for credit report, security deposit and pet deposit, if applicable.
- In some cases, the landlord will require a money order for the security deposit.
- Cover letter describing your situation.
- Pet reference, if applicable.

*\*When submitting a rental application, the landlord or property manager will most likely run their own credit check at your expense. To avoid surprises, it is always helpful to know the information contained in your report should the landlord have any questions.*

If you have any other questions or concerns about the rental finding process you can contact the Century 21 Everest Real Estate Relocation Department for additional information and assistance.

*See Sample Pet Resume on next page.*

# Jane and John Doe + 1



[Street Address] • [City], [State] [Postal Code] • Phone: [Your Phone] • Fax: [Your Fax] • E-Mail: leonardo.bodmer@exelisinc.com

## Looking For

We are a family of 3 looking for a 2 bedroom, 2 bath long-term rental home in the XXXX School District (1 year lease preferred). We are trustworthy, responsible professionals with a 7 year old son and 2 pets. We are moving from our current residence to be closer to work, family and the school district for our son.

RENT DESIRED: \$2,000 or less plus utilities and required deposits.

## About Us

**John Doe:** Born and raised in XXX, has lived and worked in XXX for the last X years. Previously worked as an XXX for over # years for XXXXX. Currently the founder of XXXX, producing XXXX for XXXX. He spends most of his free time in his offsite kitchen as well as enjoying family events on evenings/weekends.

**Jane Doe:** Born and raised in XXX, has lived and worked in XXX for the last X years. Previously worked as an XXX for over # years for XXXXX. Currently the founder of XXXX, producing XXXX for XXXX. She enjoys running and eating John's new recipes.

**Plus 1:** Currently inspired by Sponge Bob, Plus 1 seems to be leaning toward swimming as a career choice. He also likes soccer and biking in his free time.

**Fido & Kitty:** See attached resume or include the great details of your pets here.

We are willing to pay an additional pet deposit, provide verifiable references and willing to sign a pet agreement. We have lived in our current townhouse for almost # years and never had a complaint on either animal.

We have never been evicted, we have never withheld rent for any reason at any time, and we have never been arrested or convicted of any crime. If needed, I would be happy to request a letter of reference from our current property manager, XXXXXX, regarding our tenant record.

## Employment & Education

**John Doe**

Attended XXX School and obtained a XXX degree in XXX  
Company, Job Title & years with the company  
Current Income: \$\$\$\$\$\$

**Jane Doe**

Attended XXX School and obtained a XXX degree in XXX  
Company, Job Title & years with the company  
Current Income: \$\$\$\$\$\$



## Housing History

XXXX - Present, Townhouse under XXX Property Management, Address, City - we would like to live closer to work to minimize our commute and provide better school options for Plus 1.

XXXX - XXXX, needed additional space for Plus 1.

## References

Rental Home References: Name, Phone, email

Property Manger: Name, Phone, email

Personal Reference: Name, Phone, email, relationship to John & Jane

## Additional Documents Attached or Available Upon Request

Pet Resume

Letter's of recommendation

Income Verification or Paystubs

Proof of Financial Reserves

## 2 - 5 Year Plan

We plan to live in our new location for the next 3 years until Plus 1 graduates to middle school.