

## Steps To Completing Online Application

Have these Documents ready before you start the application:

- Driver's License, government issued photo ID or passport
- Proof of income: last two paycheck stubs(preferred), offer letter, or W-2
- Photos of pets (if you don't have a pet- upload your ID a second time

You will also need to have either a debit card or credit card to pay the fee at the end of the application process. The fee is \$100 per person and is nonrefundable

**(If these documents are not provided, we will continue to show the property and there will be no guarantee that you will get the property).**

Visit [www.Ryntal.com](http://www.Ryntal.com)

Click "Find a rental"

Locate desired rental unit that you would like to apply for, then click view details

Click Apply Online (Orange circle)

Start Tenant Application

Fill out all required fields indicated by a red asterisk:

Common questions:

SSN- If you do not have a SSN, please enter all 0's

Driver's license number- If you do not have one, please enter one 0

Prior Residence – Move out date is required. If your current lease has not expired, please put your expected move out date.

Additional applicants (18 and older) - Under the relationship tab select applicant NOT other.  
Each applicant MUST have a different email address.

Once all your information is entered check Agree box, then select Sign. If there are any errors, it will tell you at the top of the screen in red.

If your web browser blocks pop-up windows, then you need to check your email to be directed to DocuSign to sign the application and upload documents.

DocuSign: If there are multiple applicants, the DocuSign will be sent to the email address entered under the individual's application. A signature required email will be sent from DocuSign, at this point you can sign and upload documents.

Once DocuSign is complete you need to go back to the application browser and then pay the application fee with a debit or credit card. The primary applicant will pay the entire application fee.