



## Steps To Completing Our Online Application

Have the documents below saved to your computer or mobile device before you start the application:

- Driver's License, government issued photo ID or passport
- Proof of income: last two paystubs (preferred), employment offer letter, or bank statements showing your monthly income, along with your full name
- Pet(s) Photo (If you do not have a pet, upload your ID when prompted to upload the pet photo)

### Steps:

- Visit [www.Ryntal.com](http://www.Ryntal.com), and then click **Find a Rental**
- Locate desired rental unit from the list of available properties and click the **Apply** (bottom right-hand corner) to start the tenant application.
- Fill out all required fields (\*), upload the requested documents, sign the application, and pay the application fee.

You must pay the non-refundable application fee of \$150 per person (18 or older) with either a debit or credit card. **Note that we will continue to show the property until we have a complete application, with all required documents, and fee paid.**

### Important:

**Desired Move-In Date** – This date must be on or after the property's available date.

**Additional Applicants** – Any person(s) 18 or older must apply. Click on **Add Applicant** at the top, right corner of the **Personal Info** page of the application. Co-Applicants may complete their application at the same time, or get a link emailed to them to complete the application separately.

**Prior Residence** – Please provide three years of rental history.

**Employment** – Please provide three years of employment history.

**Required Fields** – If any of the required fields do not apply to you, type NA.

**Note that you will not be able to move onto the next section of the application, if there are any errors.**

If you do not have all the required information handy, select **Save & Continue Later** at any point in the application. Then, check for a **New Application Registration** email and click the link provided to create a password, log in, and complete the application.

You must consent to use Electronic Records and Signatures on the DocuSign section of the application, where you will also need to attach the required documents and sign the application. All co-applicants will receive an email from DocuSign to complete their portion of the application.