



### **New Applicants Online Process**

1. Go to [www.applyfastnow.com](http://www.applyfastnow.com)
2. Enter the Code **SM001**
3. Scroll to bottom of screen; enter your email address
  - a. Press "Continue"
4. Enter the Property Address that you are applying for
  - a. Click "Next"
5. Enter All of Your Information
  - a. Click "Next"
6. Enter Current Address Information
  - a. Click "Next"
7. Enter Employment Information
8. Enter Pet Information – If Any
9. Enter Vehicle Information – If Any
10. Enter Emergency Contact
11. Answer Background Questions
12. Upload All Required Documents
  - a. Once Uploaded, click "Next"
13. E-Sign Rental Application
14. Sign Authorization & Disclosure
15. System will ask "Are you applying with a Spouse?"
  - a. If yes, Enter their Name and Email
    - i. They will receive a link to enter their information
    - ii. Upload Marriage Certificate
    - iii. If no, Click "Next"
  - b. If not adding Spouse, System will ask "Are you adding a Roommate?"
    - i. If yes, Enter their Name and Email

- ii. They will receive an email to enter their information and submit payment of \$100.00
- iii. If no, Click "Next"

16. Submit Payment of \$100.00

*\*\*Please know that it is a \$100.00 application fee; that is per person or per married couple. The credit score criteria is 630 minimum; that is per person or per married couple. The application process can take 2 weeks up to 30 days; this is dependent any delays on Tenant and/or Owner. \*\**

*If you need assistance with uploading your documents or other assistance with the application, please contact Customer Service at **1-888-983-9511** or email at **support@verifyssi.com***