

The Tess Adams Team with Keller Williams Empower is comprised of industry-leading Realtors® as well as a full-time support staff. We place the highest importance on client communication & whole experience satisfaction. We strive to build lifelong relationships long after a property is leased. We pride ourselves on being experts in the marketplace & are passionate about creating a positive & enjoyable experience for our rental clients. We are your agents even after the transaction and your real estate team for life.

## 1. Consultation

When we chat with you, we will ask questions to narrow down the specific housing criteria that you desire. During this consultation your dedicated agent will go over the property leasing process as well as determine what your financial situation and needs are. Additionally, you will be asked to review and complete the following Federal and State required documents necessary to begin your property leasing process:

- Consumer Notice
- Renter's Financial Information
- Lead Based Paint Disclosure

## 2. Apartment/Condo/House Hunting

Once you have completed the above documents, now your dedicated real estate agent will assist you with property search and take you on personal tours of the properties you desire. Your agent will help you vet properties, negotiate leases, and answer any questions that may arise. Some important criteria to disclose to your agent includes:

- Geographical Area (State, Town, School District)
- Property Square Footage
- Lot Size (small yard, farm, acreage)
- Bedrooms, Bathrooms, Living Spaces, Levels
- Style (Apartment, Single Family Home, Townhome, Condo)
- Amenities (HOA, No HOA, Pool, Garage, Lake, Beach Front)
- Property Location (First Floor, 2<sup>nd</sup> Floor, ADA Accessible)

## 4. Application & Acceptance

Once you find the perfect property, your agent will give you the directions for applying. Once you receive acceptance, you will need to provide the necessary deposit funds with a certified check or money order. You will be asked to review, provide, and complete the following required documents.

- Pennsylvania Residential Lease
- Sign/Acknowledge the Lead Based Paint Disclosure
- Deposit(s) & First Month's Rent Check

## 5. Move In

The lease is executed, all the deposits received by the landlord, and you will now receive your keys.

**Your Dedicated Agent:** Trinity Payne

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