



RENTAL PROCEDURE GUIDE

- 1) If you decide that you like the apartment, you must tender a security deposit to begin the application process.
- 2) Watch the Hurley Management Tenant Orientation Video. The video can be viewed at www.hurleymanagement.net on the Tenant Information page.
- 3) Submit a rental application and confirm that you have watched the Hurley Management Tenant Orientation Video. The application can be downloaded at www.hurleymanagement.net on the Tenant Information page.
 - You can submit your application in person with the security deposit, or you can email to jsuppa@hurleymanagement.net or fax to 1-866-285-9249 along with confirmation that you have watched the Hurley Management Tenant Orientation Video.
- 4) We will begin processing your application at this step by calling your previous landlord and references and running a background screening.
 - You will receive an email from mysmartmove.com which will prompt you to authorize the background screening and pay for the service through their secure checkout.
 - We will inform you of our decision within 72 hours after you submit your authorization at mysmartmove.com.
 - Please note that we reserve the right to continue to market the apartment and accept other applicants during this timeframe.
 - If another applicant is chosen, you will receive a full refund of your security deposit.
 - The fee that you pay to mysmartmove.com is non-refundable.
- 5) After the 72 hour period has passed, we will call to inform you if your application has been accepted and set up a time to sign the lease.
 - At this point the security deposit is no longer refundable.
 - The lease must be signed within 48 hours after we accept your application.