



## RENTAL APPLICATION INSTRUCTIONS

### **Option 1:**

#### **Manual Process**

Email Rental Application Form NVAR - K10008 with supporting financial documents (e.g. proof of income) and photo copies of tenant IDs to [tjbmanagement@outlook.com](mailto:tjbmanagement@outlook.com)

\*for expedited processing, please text or call me at 703-217-1778 to let me know the application has been submitted

#### **Important Payment Information**

- **First month's rent** is made payable in certified funds to **Keller Williams Fairfax Gateway**. This is used to pay commissions.
- **Application fee** (\$55/tenant) is made payable in certified funds to **TJB Management LLC**

\*The application fee must be paid prior to final processing of the application

### **Option 1:**

#### **Electronic Process**

Apply online at: [www.tjbmanagement.com](http://www.tjbmanagement.com)

or

Go to this link:

<http://tjbmanagementllc.managebuilding.com/Resident/apps/rentalapp>

\*Each online applicant must use a unique email address.