

# Application Instructions

We rent our units on a first come, first served basis. In order to secure a unit, we must receive the security deposit check + rental applications within 48 hours. If we don't receive a complete application within 48 hours, the unit will remain listed as available.

## Checklist

- Online Application Forms from Tenants and Cosigners \*\*
- Approval for Background & Credit Check
- Security Deposit Payment via Wire Transfer
- Lease Agreement Review & Electronic Signatures

Applicants and/or Cosigners are required to have a minimum annual income of \$75,000.

## Step 1:

Both tenant and cosigner (if applicable) must fill out and submit the application form at the following link: <https://rocamarproperties.managebuilding.com/Resident/apps/rentalapp/>

Once we receive both tenant and cosigner forms we will initiate the screening process.

## Step 2:

Next, all parties will receive an email from: [donotreply@buildium.com](mailto:donotreply@buildium.com) requesting permission to perform a credit and background check by TransUnion SmartMove via Buildium (our property management software).

Buildium / TransUnion charges \$30 per credit and background check. This is not a fee charged by Rocamar Properties.

Please note, there are 3 steps (create account, verify identity, approve screening) which need to be completed in order for TransUnion SmartMove to process the request.

We will process your application as soon as the results become available to us.

### Step 3:

Submit a security deposit equal to one month's rent. Please note, the security deposit as well as subsequent rent payments must be submitted in one payment (we are unable to process split payments from roommates).

Security deposit payment needs to be made via wire transfer:

Bank Name: Regions Bank  
Local Branch: 1600 Division St. Ste. 100  
Nashville, TN 37203  
ABA ROUTING: 062005690  
Account #: 0044521510  
Name on Account: Daniel Goodman

Please send us an email confirming so we can check the receipt on our end.

### Step 4:

Once all applications have been approved, your lease agreement will be issued through BlueMoon software, which allows for all parties to submit electronic signatures.

The lease agreement will be sent from: [do-not-reply@bluemoonforms.com](mailto:do-not-reply@bluemoonforms.com)

Occasionally, our Blue Moon Software correspondence is delivered to your All Mail or Spam folder.

If you're not able to find the email with your lease, please add the above email to your contact list and let me know so that I re-submit the request.

### What's Next?

Once your lease is fully executed, we will send you instructions on how to enroll with ClearNow for all rent payments. Enrollment with ClearNow must be completed within 7 days of receiving the instructions. REMINDER: Rent must be paid in one payment (we are unable to process split payments from roommates).

### Questions?

Please contact us at any point during your application process. We're here to help.

E-mail us at: [info@rocamarproperties.com](mailto:info@rocamarproperties.com)

Prefer to give us a call? You can reach us at:

**Dan Goodman** (615) 400-4289 & **Marina Nogueira** (615) 578-9828