



Tesla Realty Group LLC  
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[www.teslarealtygroup.com](http://www.teslarealtygroup.com) | [1.844.TESLA.RG](tel:1.844.TESLA.RG) | [info@teslarealtygroupnj.com](mailto:info@teslarealtygroupnj.com)

## **Agent Rentals Guide**

1. All security deposits, first and last month's rent must be paid by Money Order.
2. Tenants can only pay for their application fees (\$50 per adult) via our online payment system (email invoice). Please submit copies of Rental Application(s), Tenant(s)' full name and email address via our "Tenant Screening Form" located on "Agent Portal" webpage. Cooperating Agents can also order background checks from us via "Tenant Screening Form" located on our "Home" webpage.
3. Your applicant's background checks (credit and eviction reports) will be provided to you via email within 24 hours upon receipt of above requested documents.
4. Tenant(s) must give you (3) Money Orders after they have been approved by Landlord:
  - a) Payable to Landlord: (1) Money Order for Security Deposit and (1) Money Order for the last month's rent.
  - b) Payable to Broker: (1) Money Order for the 1st month's rent.
5. All non-refundable application fees must be paid by credit/debit cards via our online payment system directly by Tenant(s) if conducted by us. The first month's rent must be payable to "Tesla Realty Group LLC" and deposited into Broker's TD Bank operating account (last 4 digits: 5750). Security Deposit and last month's rent must be payable to Landlord.
6. When a Residential Lease has been executed please submit it together with all required (if applicable) documents to **[doc@teslarealtygroup.com](mailto:doc@teslarealtygroup.com)**.
7. You will submit copies of Listing for Rent Contract, Consumer Notice (Landlord), Executed Residential Lease, Rental Application(s), DL(s), Credit and Eviction Reports together with Security Deposit and Last Month's Rent (2 money orders payable to Landlord) directly to Landlord.