



## Online Application Submission Procedures

### **Application:**

1. Download a copy the application from the link provided.
2. Enter all personal information required.
3. Sign and date Required Fields (Adobe Reader required).
4. Save file on computer with **First and Last Name in File Name.**

### **Application Fee Payment:**

1. Navigate to Paypal portal from link provided.
2. Enter billing information and checkout.
3. You will be charged \$32 for online submissions. (\$2 surcharge)
4. Save Paypal receipt on computer with **First and Last Name in File Name.**

### **Additional Documents:** Photo ID, Social Security Card, & Paystubs.

1. Either scan or photograph driver's license or ID and social security card.
2. Either scan or photograph (2) most recent paystubs.

### **Submissions:**

1. All applications must be emailed to [Jane@Odinprop.com](mailto:Jane@Odinprop.com).
2. Make sure to attach every requested document to email. Incomplete applications will not be processed and fee is non-refundable.
3. Please contact our leasing department for any questions or problems and also to confirm our receipt.