



HAM GROUP
REALTY
www.LucyHam.com



HAMCOMMERCIAL
A DIVISION OF LUCY HAM GROUP, INC.
www.HamCommercial.com

Lease Offer Presentation Guidelines

Thank you for your offer to lease on one of our listings! We are looking forward to working with you and your client to put this transaction together. In order for us to work best together, please see the offer guidelines below:

1. Our office will make every effort to present all offers to the Landlord as quickly as possible. Most offers are presented within 24 hours of receipt, however, not all Landlords are able to respond as quickly so please be patient with us.
2. If you have not already done so, please be sure that our office has the following to present to Landlord on behalf of the tenant:
 - a. Offer to Lease completed and signed by prospective tenant.
 - b. Rental and Credit Application fully completed by tenant.
 - c. Copy of Tenant Credit Report.
 - d. Employment verification or recent pay stub from Tenant.
3. Our Offer to Lease and our Rental/Credit Application have been uploaded to the doc box for your use.
4. Upon review of the offer, a member of our staff will contact you to ask any questions that our office may have prior to presenting the offer.
5. Once the Offer to Lease has been accepted, our Closing Manager will become your point of contact at our office through the signing of the lease. Our Closing Manager can be reached directly at 810-659-6569x296 or closingmanager@lucyham.com.