R. Fralin & Associates

PO Box 7038 Roanoke, VA 24019

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Rental Application Completion & Submission Instructions

- To start your application, please click "Apply Now".
- Once the website "Dotloop" has opened, please click "Application" underneath the Application Folder.
- Please sign in or create a free Dotloop user account:
  - You must enter your full name, an email address, create a password, select your state, and select "Other" as Role.
  - Please click "Application" underneath the Application Folder again to begin your application.
- Once you have completed all applicable fields, please click "Save" at the top of the webpage and then click "No" when the webpage prompts you to share the application (you will do this at a later step).
- Please return to the Application Folder page to upload the Required Supplemental Documents listed below by following these steps:
  - Once you are at the "Application Loop" page, click on "Add Document" on the right side of the webpage in the Application Folder
  - Click "Browse" to begin uploading your documents
  - When you have uploaded all required documents, click on the three dots next to "Add Document" and select "Share All"
  - Locate "Add People" on the pop-up window and click to select "Admin for R. Fralin & Associates" to submit your application.

Required Supplemental Application Documentation

- Once you have completed your application, please upload the following documents to submit your application:
  - Two (2) most recent pay stubs or employment offer letter.
  - A voided check or bank statement showing your most recent bank account history.
  - A photocopy of a valid form of ID.

To Pay the Application Fee

- You will then need to return to the https://www.rfralinassociates.com/application website and click on the orange "Buy Now" button to submit the application fee payment through PayPal. (You do not need a PayPal account if you use a debit or credit card.)

We look forward to helping you find your next new home with us!