

APPLICATION PROCESS

- A separate rental application must be fully completed, dated, and signed by each individual over the age of 18 that will be residing in the unit for more than 5 days in any given month.
- Non-Refundable Application Fee of \$75 per person is due prior to processing the application
- Valid and current Government Identification for each applicant
- One month's worth of pay stubs and verification of any additional income to be considered
- No more than 2 persons per bedroom

QUALIFYING CRITERIA

• RENTAL HISTORY

- Verifiable and comparable rental history. Rental history from a family member does not qualify.
- No Evictions or Lease Violations
- Must not owe current or previous landlord a balance

• EMPLOYMENT / INCOME HISTORY

- Must be currently employed in the area
- Gross income equal to 3 times the monthly rent
- Additional Income must be verifiable

• CREDIT HISTORY

- Not more than 5 negative lines in the last 5 years
- Must not owe current or previous landlord a balance
- Medial and Student loans will not be counted

• CRIMINAL HISTORY

- Record of convictions of felonies and misdemeanors that fall into one of the following categories may be grounds for disqualification. Convictions over 5 years old will be reviewed individually.
 - Violent Crimes
 - Crimes of a sexual nature
 - Crimes against property or persons
 - Convictions of drug manufacturing or distribution

• PETS

Not all properties will accept pets. Properties that do will require a onetime non-refundable pet fee and a onetime refundable pet deposit. Pets will be considered on a case by case basis. Aggressive breed dogs will not be accepted for any reason: German Shepherd, Chow Chow, Rottweiler, Doberman Pinscher, American Staffordshire/ Pit Bull Terrier, Bull Mastiff, Husky, and Akita. Aquariums in excess of 100 gallons will require renters insurance. **Assistance animals, Service animals, Emotional Support animals, and Therapy animals Must be declared on application.**

APPLICATION DENIAL

Applications may be denied for failing to meet the above qualifications. Additional reasons for denial include falsification of information on the application or submission of an incomplete application.

In some cases a co-signer will be accepted. Co-signers must also complete an application and submit a \$75 application fee. Co-signers must be immediate family (parent, sibling, child, or grandparent). Co-signer must have gross income of 5 times the monthly rent and must meet all other qualifications above.

DEPOSIT INFORMATION

All properties are first come, first serve. Only a paid security deposit will hold a unit. An application will not hold a unit, even if the application is approved.

- Deposit will hold a property for 1 business day without an application. If the application is not received within 1 business day the property will go back on the market.
- Deposit is refundable until the application has been approved. Once approved, deposit is non-refundable
- If application is denied for any reason other than falsification, the deposit will be refunded.
- Upon application approval we will attempt to notify the applicant. If applicant does not respond within 2 business days the deposit will become non-refundable and the unit will go back on the market.
- Upon notification of approval, applicant will have 24-hours to confirm a move in date. After 24-hours, deposit is non-refundable, even if applicant does not move in.
- Deposit will hold property for a maximum of 14 days from the date the application is approved or the property is ready for move in, whichever comes first.
- Deposit must be paid in full. Payment plans are not accepted for deposits.

Signing this acknowledgement indicates that you have had the opportunity to review the landlord's tenant selection criteria. This may include factors such as criminal history, credit history, current income and rental history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected, and your application fee will not be refunded. We uphold the guidelines set forth by the Fair Housing Authority and do not discriminate against any applicant on the basis of race, creed, religion, sex, national origin, disability or family status.

Property Address: _____

Rent: _____ Deposit: _____ Pet: _____ / _____ Lease Term: _____ Move In: _____

Applicant: _____ Date: _____ Applicant: _____ Date: _____

Applicant: _____ Date: _____ Realtor: _____ Date: _____

APPLICATION CHECK LIST

- Application for all occupants over 18 – All 3 pages completed and signed by all parties
- \$75 Application fee for all applicants – Married couples with the same last name can file 1 application
- One month of pay stubs & any verifiable proof of any other income to be considered
- Accepted methods of payment: Personal check, money order, cashier's check, Visa, MasterCard, Discover
- We DO NOT accept Cash or American Express