

APPLICANT LEASING CRITERIA

APPLICATION SUBMISSION REQUIREMENTS:

Completed applications are reviewed and processed in the order in which they are received in the office. Missing information will delay the processing of your application. Incomplete applications will be considered "backup" applications if a completed application is received.

Each occupant 18 years or older must submit the following information:

- Completed application through the online application portal
- **\$60 non-refundable application fee for each online application submitted.** Application fee payable upon submission. Certified funds only.
- Valid Driver's License or other photo ID for each application submitted.
- Social Security Number or Individual Taxpayer Identification Number need to be provided
- 1 month of income verification such as Pay stub, tax info (1099/W2) or a job offer letter on company letter head. Checks/Bank statements are not verifiable.
- **IMPORTANT:** Prospective tenants that are pet owners, will undergo a two-step application process. If you have a pet, upon completion of the application and payment of your application, prospective tenants will be redirected to **Step 2** which is the **Pet Screener page**. The cost of Pet Screener is \$20 for the first pet and \$15 for each additional pet. All applications will be processed **ONLY** when all required information is submitted and fees are paid.
- We **DO NOT** accept co-signers. Guarantors may be considered, and need to submit their own application. Qualifying guarantors' income must be at six times the rent.

Applicant Initials

LEASING CRITERIA

INCOME VERIFICATION:

1. Income should be at least three times the rent in gross monthly income and verifiable from an unbiased source such as: applicant's pay stub, tax forms including W2/1099, or a job offer letter submitted on company letterhead and signed by applicant accepting the position.
 - a. Applicants must provide contact information for the HR Department, the name of their department head or direct supervisor, and the main business telephone number.
 - b. Applicant's employment history should reflect at a minimum of 6 months with your current employer. Transfers or relocations must have correspondence showing an accepted job offer. Any verification fees required by the employer must be paid by the applicant.
 - c. Self-employed individuals must provide verification of income through one of the following, a CPA prepared financial statement or a copy of your current and previous year's tax returns filed with IRS and two most recent bank statements.
2. Married couples may combine incomes. Roommates must qualify separately.
3. Section 8 vouchers and certificates may be accepted. The resident(s) must meet the same criteria as those seeking non-subsidized housing.

RENTAL HISTORY:

1. Applicants are responsible for providing information including the names, addresses and phone numbers of Landlords with dates of tenancy for the previous 2 years.
2. Mortgage payment history will be considered if you owned rather than rented your residence during the previous 2 years.
3. No forcible detainers (evictions).
4. No history of any damage to previous residences or an outstanding balance due to previous Landlords.

Applicant Initials

CREDIT REQUIREMENTS:

1. A minimum credit score of 550 will be considered for processing. Scores below 550 may be considered with the understanding that an additional security deposit may be required.
2. Any outstanding debt to a prior landlord may result in the denial of your application.
3. Past due child support will result in denial of your application.
4. Credit history must show that the resident has paid bills on time and does not have a history of debt write-offs or accounts that have gone into collections. Residency may be denied due to poor credit history.

CRIMINAL BACKGROUND CHECK:

We will check local and national criminal databases for all occupants 18 years of age and older.

We do not rent to any person required to register as a sex offender.

Criminal backgrounds involving violent crimes, prostitution, domestic violence and/or involving the possession of weapons or illegal substances are all grounds for denial of an application. An exception may be for type and or age of offense, please provide details to your Application and Leasing Coordinator. Failure to disclose any criminal history may be grounds for denial of an application.

Applicant Initials

RENTAL CRITERIA FOR PETS:

Policies on domestic pets vary from property to property. Certain owners do not permit any pets while other owners may permit only a specific pet type. Please refer to the MLS listing for home for which you are applying.

If multiple pets are allowed most owners allow a maximum of two pets per property. The following guidelines apply:

1. No puppies allowed. Dogs must be 24 months of age or older.
2. Cats must be at least 12 months of age.
3. Male cats must be neutered.
4. All pets must be licensed and current on vaccinations. (Vaccination records must be submitted along with photos of pets at time of application).
5. No aggressive or mixed aggressive breed dogs will be accepted. Please refer to "Pet Policy" for a list of dog breeds not accepted.
6. No aquariums larger than 10 gallons allowed.
7. No ferrets, reptiles or rodents of any kind are permitted as pets.
8. All birds must be confined in cages and not allowed to reside outside their cage.
9. A \$200 deposit for each pet and \$20 monthly pet fee per pet.
10. Rental applicants with household pets or service/companion/assistance animals are required to submit a per pet application through Pet Screener as part of our rental application process.

Applicant Initials

UPON APPROVAL:

The applicant will be notified by phone, email or both.

After the application has been approved, funds will have to be received no later than your move-in date for:

- Security & Pet¹ Deposits and, Admin fee (required within 48hrs for lease to be signed)
- First full month's rent (is due on or before your move-in date)
- Pet rent²
- Prorated rent (it will be due the 1st of the following month)

If the lease is not signed within the allotted time, Landlord will withdraw the approval and will process the next application received or consider any other approved applications.

PROPERTY CONDITION:

Applicant is strongly encouraged to view the property prior to signing any lease. Landlord makes no express or implied warranties as to the Property's condition. If applicant does not view the property prior to signing the lease they will be required to sign a Sight Unseen Addendum. Please keep in mind any cosmetic issues do not have to be addressed by the landlord.

Applicant Signature

Date

¹ If applicable

² If applicable