



Rental Application Policies and Procedures

Fees:

- \$45.00 non-refundable application fee (due with application)
- Renter's insurance is required if approved before move-in. Eagle Realty Group has to be added as an Additional Interest.

Required Documents:

1. Sign Rental Management Rental Application Policies and Procedures (this form)
2. Completed Residential Lease Application (4 pages)
3. Valid Driver's License, State approved Identification or other photo ID for each applicant (Color only)
4. Last two paycheck stubs or two years of tax return if self-employed

Application Requirements:

1. All applicants 18 years of age and older that will be living in the property are required to complete a TAR, Residential Lease Application.
2. Each applicant over 18 years old must pay an application fee of \$50. If you are married, each person is required to complete an application and pay the application fee of \$50.
 - b. If paying with a money order or certified check please make check payable to Eagle Realty Group G). (NO CASH or PERSONAL CHECK)
3. A signed lease and deposit will be due no later than 2 days after approved application. Property will be considered off the market once deposit and lease is executed.

Applicant Screening

1. **Gross Income-** We require 3-4 times the rent amount to be considered for any of our properties • Ex. 1000 Rental, income requirement \$3000-\$4000 monthly.
2. **Employment-** Verifiable employment. If you are self-employed we need 2 years of tax returns. If we call a work number, verification will be at the applicants' expense.
3. **Background Check-** Applicant may be denied due to criminal history.
4. **Credit Check -** We obtain a copy of your credit report. We do not accept pre-existing credit reports.
5. **Rental History-** We require 2 years of rental history. If rental history does not exist additional deposit may be required.
6. **Eviction Check-** Applicants with forcible detainers or evictions will be denied.
7. **Occupancy-** The total maximum number of occupants may not exceed two (2) persons per bedroom.

Applicant Signature

Date