Dear Prospective Tenant:

We are pleased that you are interested in leasing our property. The decision to approve your application is entirely up to the Landlord of the property in which you are applying for. Below are the guidelines and requirements of our qualifying criteria so that we may make a recommendation to the Landlord based upon the following factors:

1) Complete the Lease Credit Application: Applicants must be 18 years of age. All occupants 18 years of age or older must complete a Lease Credit Application, pay all Application Fees ($40 per person over 18) and are required to be on the lease as a resident. A completed application consists of payment of the Application Fee, Photo I.D., and Proof of Income. *All applications submitted on-line will be processed; failure to provide Photo I.D. and Proof of Income will be an automatic decline.

2) Security Deposit and Application Fees: An application fee of $40 per person over 18 is required at the time the application is submitted. You may pay by credit card once you've completed this on-line application. The application fee is applied at the time your application is submitted on-line, and is non-refundable. A Security Deposit in certified funds (Cashier's Check, Money Order or Wire Transfer ONLY) is recommended at the time of application.

3) Additional Deposit: If the owner permits a pet, an additional security deposit is required per the Landlord's discretion. Pets are always case by case.

4) Income: Income must be at least three times the amount of rent. Two months of recent pay stubs are required or if you're self-employed or retired we will require a copy of your personal prior year tax return, W2 or Bank Statement. You can email to **sarahdanielrealestate@gmail.com**, please reference the property you're applying for when sending these documents.

5) Photo I.D.: All applicants must provide a legible copy of their driver's license or other approved photo I.D. You can email to **sarahdanielrealestate@gmail.com**, please reference the property you're applying for when sending these documents.

6) Employment: A minimum of two years of employment history is required. A full time student who does not meet this requirement will require a co-signer. The co-signer for any applicant must meet all qualifying criteria.

7) Rental History: A minimum of two years of rental history is required. (Living in a property that is owned by a relative does not constitute a tenant/Landlord relationship for rental verification purposes) Owning your previous residence can take place of rental history. Occupancy has to be verifiable.

8) Credit: A Credit Report must be processed for each applicant. **Qualifying Criteria:**

Credit Issues	Deposit Required
Credit Score less than 620	Double Security Deposit (equal to 2x's the monthly rent)
Foreclosure	Double Security Deposit
Petitioned or Dismissed Bankruptcy	Double Security Deposit
Broken lease or negative rental history	Double Security Deposit
Negative credit history	Double Security Deposit
Good rental history with no credit or lack of credit	Co-Signer or ½ Additional Security Deposit
No rental and no credit	Double Security Deposit or ½ Additional Security Deposit with Co-Signer

9) Automatic Decline: Applicants will be automatically declined for the following:- Anyone having been evicted by a prior landlord for cause -Falsification of application -Invalid Social Security number -Failure to pay Application Fee -Any Application that has not been fully completed.

10) Property Acceptance: Prospective tenant(s) are accepting the property in an as is condition. Requests for changes to the property must be submitted in writing with the application. Applicant must submit security deposit and signed lease within 48 hours of acceptance of application. Failure to do so will result in cancellation of the application.