

THE FOLLOWING POLICIES ARE ESTABLISHED TO ENSURE THAT ALL PROSPECTIVE APPLICANTS FOR A PROPERTY PROCESSED BY REAL ESTATE OPTIONS WILL BE TREATED EQUALLY.

Please read the following policies. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. Only one application will be processed at a time and applications will be processed in the order received. An incomplete application will not be considered.

Note: Some properties do not allow pets.

MINIMUM CRITERIA & CHECKLIST FOR TENANT SELECTION

_____ A completed and signed application to be received from each person 18 years of age or older. Everyone 18 years of age or older must be a lease holder.

_____ Sufficient Income – Monthly income is equal to three (3) times the rental amount (married couples' combined income may be used to meet this criteria).

_____ Two months of a verifiable source of income or employment. Unverifiable income will NOT be considered.

_____ Non smoker.

_____ Self-employed prospective residents must provide tax returns from the previous 2 years for salary verification.

_____ Same source of income or employment for a minimum of twelve months. Unemployment compensation is NOT considered a qualifying source of income.

_____ Able to pay full deposit within 3 days of acceptance.

_____ Able to pay full deposit and rent requested.

_____ No negative remarks on credit history from utility companies.

Marginal or bad credit may result in an increased security deposit or denial of the application.

_____ No excessive financial obligations – more than 20% of income.

_____ Able to provide six credit references.

_____ On time for showing appointment.

_____ Does not use any offensive language in our presence.

_____ Brought items requested to showing (i.e. identification, application fee, deposit, references).

_____ Fills out application completely and truthfully. Applications will be denied if falsified or missing information.

_____ Resides at current address for minimum of twelve months or can provide two verifiable concurrent years of residency with acceptable rental history. A satisfactory rating on the credit report for a mortgage may serve in lieu of rental history.

_____ Gave proper notice to previous landlord.

_____ No prior evictions.

_____ No negative notices from previous landlord, nor deposit withheld because of property upkeep or non-payment of rent.

_____ No notices from previous landlord, neighbor complaints or police reports regarding disturbing the peace.

_____ No notices regarding a violation of a previous rental agreement.

_____ Doesn't owe any unpaid balances to previous landlords.

_____ Those properties where pets are accepted- Breeds and type pets are case by case per property, please inquire. Applicant must be able to provide proof of license, tags, shots, references & insurance, and photo of pet.

_____ No nuisance code violations nor health or safety hazards present at applicant's current residence.

_____ A GOVERNMENT ISSUED PHOTO ID BY EVERYONE 18 YEARS OF AGE OR OLDER MUST BE PROVIDED AT THE TIME THE RENTAL AGREEMENT IS SIGNED.

_____ Able to put utilities in your name that you will be responsible for at the rental you are applying for. Utilities to be transferred into your name for the date you are moving in, as soon as a move-in date has been determined.

_____ Has no recent criminal history. Management reserves the right to deny residency and occupancy for any criminal activity at their discretion. Guarantors / co-signers cannot be used as a substitute for this requirement.

_____ Able to verify all above criteria.

OPTIONAL CRITERIA:

_____ Management may, at their discretion, accept a guarantor / co-signer for prospective residents who do not meet the above listed INCOME requirements. The guarantor must qualify for the apartment/house based upon the above listed criteria, except income. Guarantor income requirements: must qualify using only his/her sources of income and must provide proof of income equal to six (6) times the monthly rent.

_____ Able to have rent payments paid directly from employer or income provider.

_____ Able to pay additional deposit.

_____ Able to set up an automatic transfer from [your] bank account to ours with overdraft protection equal to at least one month's rent.

_____ Bank accounts, stocks, bonds and other forms of assets may also be used to verify the financial status of a prospective resident. It will be necessary to furnish Landlord with proof of funds equal to one (1) year worth of rent and they must document that the funds have been in their account for the last four (4) months.

ALL MOVE-IN FUNDS are to be paid in the form of a cashier's check or money order, payable to the Landlord and all utilities for which you are responsible for must be transferred into your name by the agreed upon move-in date BEFORE keys are provided. NO exceptions. No person or persons shall be denied the right to rent one of our properties because of race, color, sex, religion, familial status, national origin, age, or physical handicap.