
**APPLICATION APPROVAL REQUIREMENTS
(Case-By-Case Scenario)**

What We Look For:

1. Rental history
2. Credit History (not specific score required)
 - a. Utility Collections (cell, electric, cable, etc)
 - b. Judgments
 - c. Patterns
 - d. Medical and Student loan collections will be case by case.
3. Criminal Background
4. Minimum Gross Income Required is 3.5X the Rent Amount.
5. Letter of Explanation for Special Circumstance

****Applications need to be emailed in one Scan.**

The following is required to run an application; ALL these need to be TOGETHER when we receive the application.

NO INCOMPLETE APPLICATIONS WILL BE PROCESSED.

CHECKLIST:

1. Application form – One per applicant 18+
2. Valid ID or DL
3. Acceptable Proof of Income; For example:
 - a. Last 3 check stubs or
 - b. Last 3 bank statements if self-employed; Bank statements need to show deposits accumulated to 3.5X the income per month or add all deposits and divide by 3.5
 - c. SSI Award Letter (if applicable)
 - d. Child support court letter – (We only consider court order child support.)
 - e. Notarized letters are NOT acceptable as proof of income.
4. Deposit receipt – *No deposit payment is required until approved. Full deposit is due the same day of approval or next day before 12PM – If not, other applications can be reviewed and approved.*
5. Application fee money order made out to “Bruce Ham Real Estate”.
 - a. \$70 Per married couple (Common Law – Need to have proof of same residency for the past 12 months minimum)

OR

- b. \$40 Per single applicant over 18
6. Please Proof-read application for Spelling errors, illegible text, & Missing Information

Application Fee is NOT REFUNDABLE

LISTING AGENT WILL SEND EMAIL CONFIRMATION OF APPLICATION RECEIVED.

TURN AROUND TYPICALLY IS 24-72 HOURS (Weekends excluded)

Signature

Date

Signature

Date