

## Application Submission Process

**\*\*\* INCOMPLETE Applications WILL NOT be processed\*\*\* Please provide all requested ITEMS\*\*\***

Items **REQUIRED** to be turned in to the Landlord:

- Each adult over the age of 18 must submit a **SEPARATE COMPLETE APPLICATION** and pay an application fee. Married couples must apply separately.
- A clear and color Copy of Identification/Driver's License and Social Security Card.
- Proof of Income: Provide 3 recent pay stubs & 3 months of Bank Statements for each adult applicant. **IF SELF EMPLOYED**, we will need the last 2 years of complete Tax Returns & the last 3 months of Bank Statements (with all pages). Please note that most properties require the applicant's household gross income to be at least three (3 ~ 4) times the monthly rental amount.
- Application fee \$50 per adult 18+. This fee is **NON-REFUNDABLE**. Applications will not be processed until this fee is received.

**\*\*\*\* Once all supporting documents have been received, PLEASE ALLOW US A FEW BUSINESS DAYS TO PROCESS A COMPLETE APPLICATION\*\*\*\***

**The potential tenants may be interviewed. References and verification may be needed for final approval**

## LEASE INFORMATION

1. **Monthly Rent:** \$3200.
2. **Utilities:** To be paid by tenant.
3. **Renters Insurance:** Required; Coverage must include personal belongings of the tenants (renters), potential physical injury claim by the tenants/ or their/ guests/ friends, weather-related problems, theft, etc.  
A copy of the **tenant's renter's insurance policy** should be delivered to landlord before move in.
4. **Yard Maintenance:** To be paid by tenant.
5. **Utilities** (Electricity, Water, Internet, etc.) To be paid by tenant
6. **Security Deposit: \$3200** (refundable)
7. **Pet Security Deposit: \$500** (refundable)
8. **Pet fee:** \$20 per month
9. **Upon Application Approval:**
  - We will send an email indicating that you have been approved/denied.
  - We will prepare the lease agreement and will send it for e-signature.
  - We will need to receive the **SECURITY DEPOSIT & SIGNED LEASE WITHIN 48 HOURS OF APPROVAL** to hold the property. The property will remain listed and available for rent until we receive the monies requested on the approval email.

**Thank you!**

## Landlord's Selection Criteria:

### INCOME:

- Total combined gross monthly income must be at least 3X the amount of monthly rent (e.g. \$1000 monthly rent x 3 = \$3,000 monthly income).
- Stated income must be verified in writing, which may include a pay stub, verification form on company letterhead, letter of benefit assignments or tax statements
- Valid income types include, but are not limited to: Wages, Salaries, Tips, Social Security Benefits, Retirement, Pension or Savings Accounts, Stocks, Bonds, Child Support or Alimony payments, Unemployment Benefits or Public Assistance
- Applicants who do not meet the income requirements will be required to provide a qualified co-signer

### RENTAL HISTORY:

The following items may disqualify rental acceptance:

- Previous unpaid eviction(s) within the previous 3-4 years
- Outstanding delinquent payments owed to previous or current landlord
- History of lease violations (i.e.: late payments, NSF checks, noise complaints, skips or any negative reference)

### CREDIT HISTORY:

- Bankruptcy: Applicant is eligible immediately after the date of the order of discharge for a Chapter 7 or Chapter 13 bankruptcy.
- Credit FICO Score must not fall below 700
- Credit history will be weighed in conjunction with all other rental criteria. We reserve the right to deny any applicant based solely on a history of any delinquent credit activity.
- Applicants with no previous credit history will be required to provide a co-signer who meets the income and credit requirements of the Rental Acceptance Criteria, or furnish additional funds as determined by Landlord including but not necessarily limited to an increased security deposit at twice the deposit amount in effect at the time of approval or last month's rent paid in advance
- We accept the BEST qualified application in most circumstances. This is determined by a variety of factors, not limited to the OWNER's preferences on the following: Credit Score, Occupancy (Possession) date, Number and types of pets, length of lease term, and various special provisions on the lease. Just because you are credit-qualified to rent one of our homes DOES NOT mean that your application will be the one that the owner will select based on these competitive factors. Please check with us to ensure the terms of your lease are a good fit for the owner BEFORE you apply.

### CRIMINAL BACKGROUND CHECK:

- All applicants require a criminal background check
- 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 made for type and/or age of offense, please provide details to your Application and Leasing Coordinator.

**PROPER IDENTIFICATION:**

- Valid Social Security Card
- Passport
- Permanent Resident Card
- Visa