

## Rental Application Policies and Procedures

### Fees:

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- \$40.00 **non-refundable** application fee per person
- \$40.00 **non-refundable** administration fee per person
- Renter's insurance is required prior to signing the lease.
- **Required upfront Keys and remote deposits (refundable):**
  - \$25 Mailbox Key Deposit (If Applicable)
  - \$50 Gate Remote Deposit (If Applicable)
  - \$30 Garage Remote Deposit (If Applicable)
  - \$5/each House Keys Deposit (front/back door)

### Required Documents (to apply):

1. Acknowledge Receipt of the Rental Application Policies and Procedures (this form).
2. Completed Residential Lease Application.
3. Valid Driver's License, State approved Identification or other photo ID for each applicant (in color only).
4. Last two paycheck stubs or two years of tax returns 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 Residential Lease Application.
2. Each applicant over 18 years old must pay an application fee of \$40.
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.

### Payment for Application and Administrative fee:

- Payment can be sent via Zelle to [quinn.luong@gmail.com](mailto:quinn.luong@gmail.com)

## **Applicant Screening:**

1. **Gross Income**- We require 3-4 times the rent amount to be considered for any of our properties.

Example: \$1000 rent, Income required is \$3000-\$4000 monthly.

2. **Employment Verification/Proof of Income:** If you are self-employed we need 2 years of tax returns. If your employer uses the work number, you will be sent an email to pay the work number expense. Once paid we will proceed with the work number verification.

3. **Background Check** - Applicant may be denied due to criminal history.

4. **Credit Check (600 or above)** - We will obtain a copy of your credit report. We do not accept pre-existing credit reports. This means we do not accept credit reports from individuals.

5. **Rental History** - We require 2 years of rental history. If rental history does not exist additional deposit may be required. Previous mortgages will be reviewed via credit report.

7. **Occupancy** - The total maximum number of occupants may not exceed two (2) persons per bedroom.

## **Note:**

Landlord will review all applications before charging an application and administrative fee.