

## Tenant Criteria

Anyone occupying the property that is eighteen (18) years of age or older must fill out an application and submit a \$25 - 50 nonrefundable application fee per person. This form must be signed and submitted with the completed application before ANY processing will begin. Application fee payment must be received before we will complete the verification process. We accept payments in the form of cashier's check, money order and some properties credit card. While each client we represent may have slightly different criteria, our normal acceptable applicant must meet the requirements below. If you do not meet these minimum requirements, you should contact us before submitting your application in order to discuss your particular situation.

- 1) Income: The gross monthly income for all tenants should be at least three (3) times the monthly rent amount. (No section 8 programs)
- 2) Employment: We require verifiable employment history for at least the past two (2) years in the form of W-2's, bank statements, paycheck stubs, etc. that provide proof of applicant's ability to pay the rent. If you are self-employed, we can accept signed tax returns ( 2 years minimum). If military, we need a current copy of your LES.
- 3) Residency: We require verifiable residence history for at least three ( 3) years whether you currently own or rent.
- 4) Credit History: We obtain a copy of your credit report. You cannot provide this to us, we will obtain this ourselves.
- 5) Criminal and Sex Offense Database History: We will check for inclusion in these databases.
- 6) Pets: Pet policies and deposits vary from home to home so please contact us to determine the pet policy for this home. Most homes are limited to the number and size of pets. None of our homes permit dog types that may have violent tendencies, including but not limited to: Pit Bulls, Staffordshire Terriers, Dobermans, Rottweilers, Chows, or any similar breed or mixed breed.
- 7) Applicants will be denied for the following or similar reasons: False, inaccurate or incomplete applications; Evictions, judgments related to rental residency, tax liens, unpaid child support, felony convictions and out of prison or jail less than 5 years, multiple felonies, physical or violent crimes, domestic violence, sex offenses; and/or appearance on any sexual offense database.

8) Applicants may be denied or required to pay additional deposit for rent for the following or similar reasons: insufficient verifiable income, excessive late or NSF rent payments, broken leases, property damages, unpaid rent, excessive credit collection balances, etc.

9.) MAKE SURE ALL BLANKS ARE FILLED IN - RENTAL AMOUNT, SECURITY DEPOST, PROPERTY ADDRESS AND MOVE IN DATE (WE DO NOT ACCEPT A.S.A.P.-USE AN ACTUAL DATE)

10.) GOOD PHOTO COPIES OF APPLICANTS DRIVERS LICENSE OR LEGAL ID OR PASSPORT

**ACCEPTANCE AND MOVE IN PROCEDURES**

1) We can normally verify and present an application for an acceptance decision within 48-72 business hours of receipt PROVIDING ALL VERIFICATIONS CAN BE COMPLETED and application fees are paid.

2) Once an application has been accepted, the Applicant has 24 hours to deliver the executed lease agreement/ deposit to corresponding office. The deposit must be in the form of a cashiers check or money order made payable to applicable landlord/management co. We will not accept CASH for any reason. During this time, we will not remove the property from the market; however, we will not process any further applications.

3) We will email you move in procedures after deposit/ lease documents have been returned.

I have read and fully understand the above tenant application, selection criteria, and requirements.

_____	_____	_____	_____
Applicant Signature	Date	Applicant Signature	Date

Property Applying for:

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Thank you