

# MODEL TENANT SELECTION CRITERIA

## PROCESS OF APPLICATION(S):

The process when a FULL application packet is received. A Full application packet consist of the following:

1. **The Application(s)** MUST be filled out in its entirety. Cost of Application(s) may be up to **\$65** per person, per applicant that is 18 years of age or older. Application(s) will be processed & reports run within **48-72 hours**. No refunds if applicant's reports had been run and is **denied** if they do not qualify.
2. Must submit a **Copy of Driver's License**, no expired Licenses.
3. Must submit a **Copy of Social Security Card**
4. **Verification of Employment, Income** and MUST SUBMIT the Last two most Recent payroll stubs, Must make at least 3 times the amount of rent. If self-employed must have last year's tax return. Your Employer should respond within 24-32 hrs. Landlord/Agent will NOT PAY for applicants' retrieval of employee's payroll stub.
5. **Verification(s) of Rental History, Eviction Check** with NO Evictions. Your Landlord should respond within 24-32 hrs.
6. **Run Criminal records**-NO FELONIES or such.
7. **Verification(s) Reports of Credit**, when fees are paid. Scores to be considered 665 - or higher.
8. **AUTHORIZED Credit Report Service** will be run, i.e., Trans Union, Equifax, or Experian and Must be pre-approved by landlord First to be considered.

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9. **Security Deposit:** Once approved, deposit must be collected within 24-48 hours and made payable to Landlord in either, certified funds or Money Orders. Delay in payment of Security Deposit, will cause Landlord to consider other applicants.

10. **Rent:** Once approved, must be collected only in certified funds or Money Orders payable to the LANDLORD or Listing Company Name and lease agreement signed.
11. **Renters Insurance:** Applicant must submit copy of Renter's Insurance Policy on or before Move-in.
12. **Refund of Security Deposit** will be forfeited to the owner for consideration if after signing the Lease Agreement, applicant changes his/her mind.

#### **PET(S) CONSIDERATION:**

13. **Pets** are a case by case basis, NO CATS, NO DANGEROUS BREEDS, i.e., Rottweiler, German Shepherds, Dobermans, Chows, Pit bull or the mix thereof, and Pet Size depends on location of property to be leased. Upload a picture of you with your pet.
14. No more than 1-2 pets per household permitted, unless prior approval from Landlord. **Note:** Tenants will/may be evicted for misrepresenting any of the above type of dog, as well as for being in possession of any poisonous, dangerous, endangered species or otherwise illegal pet. No ferrets, reptiles or rodents of any kind are permitted as pets.
15. **Pet Deposits** to be determined on size & type of dog at the assigned leased premises.
16. **Non-Refundable Pet Fee:** There is an additional \$100 non-refundable fee for each pet.

**NOTE: APPLICATIONS THAT HAVE PAID THEIR FEES & IS COMPLETE, CAN TAKE BETWEEN 48-72 HOURS TO PROCESS & COMPLETE.**