



## POLICIES & PROCEDURES

- Must submit \$100.00 application fee payable via PayPal ([info@oneporch.com](mailto:info@oneporch.com)) or Venmo (@oneporch). Fee includes 2 adults and an additional \$25 fee will be charged for each additional person over the age of 18.
- Applications may be emailed to [info@oneporch.com](mailto:info@oneporch.com)
- Make sure all blanks are filled in: Rental amount, security deposit, property address, and move in date. (A specific move in date must be written)
- Proof of stated income for the past 2 years. (Year to Date check stubs are sufficient). If self-employed, please submit tax returns.
- Gross Monthly Income may not be less than the 35% ratio.
- Written rental verification from landlords for the past two years with a good reference.
- Credit scores must be at least 700 for all applicants; however, we do deal with marginal credit in many cases. (If credit scores are lower, we may defer to the property owner).
- **Any false information provided on the application is cause for automatic rejection.**
- **Criminal convictions above a class "c" misdemeanor are an automatic rejection.**

If any of the above guidelines are not met, we "may" elect to defer the final decision to the property owner.