TenantReports.com ™
TENANT SCREENING SERVICES

Application/Rental Criteria

*Please Read Carefully Before Submitting an Application
Application Fee: $60 per adult

$60 Non-Refundable Application Fee Per Applicant

*<u>**All**</u> persons 18yrs of age or older <u>are required</u> to complete and submit an application. Each person must submit their own application. If applying with a spouse or roommate you will be required to invite them upon completing the primary application.

(*application is required* even if one has no job or credit history and will not be contributing to the rent)

Property Condition:

Applicant is strongly encouraged to view the Property prior to applying.
Landlord makes no express or implied warranties as to the Property's condition.

*Please have the information ready before applying:

- Last 2 addresses and Landlord Information
- Employer and Previous Employer: Name, Contact, Start Date, Salary
- Dependant Information
- Emergency Contact Information

*Have the following documents ready to <u>UPLOAD</u> when applying:

- 3 months of Paystubs or Income Verification
- Pet Picture (if applicable)
- Vet Records, Immunization, Etc.

*Applicants may be denied or required to pay additional deposit or rent for:

- Income less than 3-4 times the rent
- Lack of work history or verification
- Low credit scores, charge offs & late pays (guaranty or additional deposits may be required)
- Falsification of lease application information
- Open bankruptcy
- Evictions within last 5 years
- Outstanding debt/judgement to any prior landlord
- Criminal history may be grounds for denial (please provide details)

IMPORTANT DETAILS:

- **Processing Time:** Expect 2-3 business days for screening reports to be processed and reviewed. Keystone Signature Properties follows all local, state, and federal guidelines for fair housing and treats all applicants fairly.

- **Income:** The gross monthly income for all tenants should be at least 3-4 times the monthly rent amount.

- **Employment:** Most landlords will require verifiable employment history for at least the past three years. If you are self-employed, retired, or not employed, they may accept such documents as signed tax returns (2 years minimum), W-2's, bank statements, paycheck stubs, etc that provide proof of applicant's ability to pay the rent. If military, you will need a current copy of your LES.

- **Residency:** Verifiable residence history for a least three years whether you currently own or rent.

- **Credit History/Tenant Screening Process:** Will most likely be completed through an online process.

- **Criminal, Sex Offense, & Terrorist Database History:** Will be checked at the state and national level.

- **Occupancy:** The total number of tenants and occupants will be determined by the landlord.

- **Pets:** Pet policies and deposits vary from home to home. See MLS notes and contact your agent for details. **Pet Owners** When submitting your application, you will be asked to provide information about your pets or service animal. If your application is selected for approval, Keystone Signature Properties will contact you (via email) so you can register your animal for screening. All animals must be registered. The first pet is $20 to register, additional pets are $15. Service animals are free of charge when registering. Final approval will be contingent upon registering pets with the link we provide and your pets being considered safe with up-to-date vet records. The pet screening process may take additional time to receive the results.

ACCEPTANCE/APPROVAL

Your agent will receive the approval notice by email with all related details for preparing, signing, and delivering the lease agreement, as well as where and when to deliver deposit and rent funds. All funds must be in the form of cashiers checks.

AVOIDING PROBLEMS

Most Disagreements between residents and rental housing owners or managers occur because of misunderstandings.

The best way to avoid problems are to:

1. Read your lease carefully before signing.

2. Ask questions about anything that is unclear.

3. Pay attention to time sensitive deadlines.

REMEMBER - BEFORE MOVING FORWARD

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- Dependant Information
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*Have the following documents ready to <u>UPLOAD</u> when applying:

- 3 months of Paystubs or Income Verification
- Pet Picture (if applicable)
- Vet Records, Immunization Records

<u>MLS Listing - Please Review Listing Information Before Moving Forward:</u>

Listing information Includes:
- Deposit Requirements
- Availability Date
- Pet requirements
- Smoking vs. Non Smoking preference
- And all other pertinent information

View MLS listing at **www.keystonesignature.com**

Acknowledgement and Representation:

The following Application Agreement will be signed by all applicants prior to signing a lease contract. While some of the information required may not yet be applicable to your situation, there are some provisions that may become applicable prior to signing a lease contract. In order to continue with this online application, you'll need to review the Application Agreement carefully and acknowledge that you accept its terms.

1) Signing this application (electonic or otherwise) indicates that applicant has had the opportunity to review landlords tenant selection criteria, which is listed above and available upon request. The Tenant selection criteria may included factors such as criminal history, credit history, current income and rental history.

2)A pplicant understands that providing inaccurate or incomplete information is grounds for rejection of this application and forfeiture of any application fee and may be grounds to declare applicant in breach of any lease the applicant may sign.

3)A pplicant represents that the statements made in this application are true and complete.

4)I understand if I am denied tenancy and attempt to obtain a refund, my application and I.P. Address will be submitted to the credit card company showing the application fee is non-refundable.

Applicant Signature:
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