

# TENANT SELECTION CRITERIA AND APPLICATION REQUIREMENTS

## Application Check List:

Anyone occupying the property that is eighteen (18) years of age or older must fill out an application and submit a \$52 non-refundable application fee (via Debit or Credit Card) for each applicant. This form must be signed and submitted with the completed application before any processing will begin. While each client we represent may have slightly different criteria, applicant/s must meet the minimum requirements below or they may be denied:

1. **INCOME:** The combined gross monthly income for all tenants should be at least 3.2 times the monthly rent amount.
2. **EMPLOYMENT:** We require verifiable employment history for at least the past 2 years; in the form of W2's, paycheck stubs, etc... that will provide proof of applicant's ability to pay the rent. If you are self-employed or on Commission, we require copies of signed tax returns (minimum of 2 years).
3. **RESIDENCY:** We require verifiable residence history for a least 2 years whether you currently own or lease.
4. **CREDIT HISTORY:** You can provide a copy of your credit report, but we still run our own. Credit score(s) below 650 could be denied.
5. **BANK STATEMENTS:** We require 2 months current bank statements (account numbers to be whited out) to show that applicant/s have sufficient funds to pay rent in the event of disruption of income.
6. **PICTURE ID:** A copy of your valid non-expired government identification, such as driver's license, identification card, passport, etc... is required.
7. **CRIMINAL & SEX OFFENSE DATABASE HISTORY:** We will check for inclusion in these databases.
8. **PETS:** Pet policies and deposits vary from home to home (pets under 30 lbs preferred) so contact us to determine the policy for this home. Depending on owners, pets may be limited to number and size (provide photo of pet/s). Pets will not be permitted that may have violent tendencies, including but not limited to: Pit Bull, Staffordshire Terrier, Doberman, Rottweiler, Chow or any similar breed or mixed breed.
9. **REASONS FOR DENIAL:** False, inaccurate, or incomplete applications; evictions, judgments related to rental residency, tax liens, unpaid child support, felony convictions, physical or violent crimes, domestic violence, sex offenses and/or appearance on any sexual offense database.
10. **REASONS FOR DENIAL OR ADDITIONAL DEPOSIT:** Insufficient verifiable income, excessive late or NSF rent payments, broken leases, property damages, unpaid rent, excessive credit collection balances, etc.
11. **WE ONLY VERIFY APPLICATIONS MONDAY – FRIDAY AND DO NOT PROCESS ON WEEKENDS OR HOLIDAYS.** We can normally verify and present an application to our client for an acceptance or denial decision within 48-72 business hours of receipt PROVIDING ALL VERIFICATIONS CAN BE COMPLETED and application fees are paid.

## Upon Acceptance:

1. We will prepare the lease documents and forward to you or your agent for initials/signatures. Once you have signed, we require the Security Deposit (Cashier's Check ONLY) with your forms, made payable as directed.
2. During this time, we will not remove the property from the market; however, we will not process any further applications.
3. First Full Month's Rent, Pet Deposit, and any Pro-Rated rent (if less than 7 days) will be due (Cashier's Check ONLY) payable as directed.

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

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

PROPERTY ADDRESS: \_\_\_\_\_