



## TENANT SELECTION CRITERIA AND APPLICANT REQUIREMENTS

Each applicant over the age of 18 must fill out an application (no exceptions) and submit a \$50 non-refundable application processing fee for each individual. The application fee must be received before we will complete the verification process. We accept payments online with a credit or debit card, cashiers check, money order or cash (delivered to our office). **NO PERSONAL CHECKS.** We THOROUGHLY verify all applications before presenting them to our clients. If you do not meet these minimum requirements, you should contact us before submitting your application in order to discuss your particular situation:

**INCOME:** On most of our properties, the gross monthly income for all tenants should be at least (3) times monthly rent amount. Some may require (4) times monthly rent amount as income.

**EMPLOYMENT:** We require verifiable employment history for at least the past three (3) years. If you are self-employed, retired, or not employed, we can accept such documents as signed tax returns (2 years minimum), W-2's, bank statements (personal, not company/business), paycheck stubs (provide last three months), or any other documents that provide proof of applicant's ability to pay the rent.

**CREDIT HISTORY:** Credit score requirements will vary depending on the property. **ELDA Management Services/CRG** requires the running of our own credit and background reports. We will not accept any outside reports.

**RESIDENCY:** We require verifiable residence history for at least three (3) years whether you currently own or rent. No collections from apartment complexes, excessive late or NSF rent payments, property damages, broken leases, unpaid rent, etc.

**PETS:** Pet policies and deposits vary from home to home. Some of our Owners have a "No Pet" Policy, so please contact us to determine the pet policy for this home. Pets are approved on a case-by-case basis depending on the owner's independent requirements.

**Pet Application:** *If you have pets, you will be required to complete pet registration before your rental application can be **approved**. All pets must be registered. First pet is \$20 to register, additional pet \$15. An **ELDA Management Services** associate will contact you (via email) with more details once your application is selected for approval. Final Approval will be contingent upon registering pets with the link we provide. None of our homes permit dog types that may have violent tendencies, including but not limited to: Pit Bulls, Dobermans, Rottweilers, Chows, nor any other similar breeds and cross breeds. All Pet deposits are Non-Refundable.*

**APPLICANTS WILL BE DECLINED** for the following or similar reasons: False, inaccurate, or incomplete applications; Evictions, judgments related to rental residency.

**APPLICANTS MAY BE DECLINED** for the following: Criminal history, appearance on any terrorist database and pending cases.

**ACCEPTANCE AND MOVE-IN PROCEDURES:** Once application is approved, the Applicant has until 5:00 PM the following BUSINESS day to deliver the Deposit to our office (if not already done) and return the signed lease. ALL funds must be in money order or certified funds (first months, security deposit, and pet fee) made out to Elda Management Services. We will not accept CASH for any reason. You also CAN NOT pay this online.



During this time, we will not remove the Property from the market; however, we will not process any further applications or present any other offers.

**Keys are to be given out between 9:00 AM and 5:00 PM M-F (NO EXCEPTIONS)** as we do not give keys out on weekends

## **AGENT/APPLICATION EXPECTATION LIST**

- Review the Tenant Selection Criteria and Application Requirements attached to the listing.
- Pre-Qualify your client, and ensure they are able to provide all required documentation.
- Follow application instructions
- Please ensure to communicate with your clients that our office is closed on the weekends, so applications will be reviewed during business hours.
- Notate any necessary or requested repairs on the application for the property.
- As the agent, always communicate directly with our office regarding updates. Do not have your client contact our office for updates.
- If your client is approved it is your responsibility to review the leasing documents and contact us directly for clarification.
- Explain and ensure that your clients understand the initial funds process, per the “Please Read Regarding Next Steps” email that is provided to you after receiving the lease for your review and your client’s signature.
- Key pick up will be done at our office on the date of move-in- We do not do move-ins over the weekend.
- Commission will be paid out 2 weeks after the tenant takes possession of the unit.

**PETS:** Some of our properties are 100% pet Friendly. And will only require a monthly pet fee based on the pet score provided by [petscreening.com](http://petscreening.com).

All other properties that may be case by case will require a NR pet deposit and monthly pet rent.

All properties and all pets are required to complete a pet screening with [petscreening.com](http://petscreening.com)

Here is some information for the 100% pet friendly homes. Please contact us to confirm which category the home falls under.

### **100% Pet Acceptance Information**

Acceptance of Pets will be based on scale of 1-5

- 5 - Best Pet Score - All Shots on record, well trained and behaved non-aggressive breed
- 4 - Second Best
- 3 - Average of most Pets
- 2 - Below Average Pet Score
- 1 - Worst Score - Young pets, Aggressive breeds, ...

Fees to be charged (per pet) to the tenant based on the Pet Score provided by [Petscreening.com](http://Petscreening.com) and referenced above:

- 5 - \$20/ Month
- 4 - \$40/Month
- 3 - \$60/Month
- 2 - \$80/Month
- 1 - \$100/Month