

## Tenant Criteria

This form must be signed and submitted with the completed application before ANY processing will begin. Anyone occupying the property that is eighteen (18) years of age or older must fill out an application and submit a \$43 nonrefundable application fee per person. Application fee is collected by MySmartMove.com and is only payable after the paper screening has been verified as true and correct by our office. This means you will be verified on paper before we move to the step of pulling any credit & criminal reports.

While each client represented may have slightly different criteria, the normal acceptable applicant must meet the requirements below. If you do not meet these minimum requirements, you should reach out before submitting your application in order to discuss your particular situation.

1) Income: The gross monthly income for all tenants should be at least three (3) times the monthly rent amount. (No section 8 programs or vouchers)

2) Employment: We require verifiable employment history for at least the past two (2) years in the form of W-2's, bank statements, paycheck stubs, etc. that provide proof of applicant's ability to pay the rent. If you are self-employed, we can accept signed tax returns (2 years minimum). If military, we need a current copy of your LES.

3) Residency: We require verifiable residence history for at least three (3) years whether you currently own or rent.

- PLEASE NOTE: the contact information an applicant provides MAY NOT be the contact information used for Rental History and Employment Verification! Processor will call and email PUBLISHED corporate contacts and property owners including domain, LLC, and corporate ownerships. When information provided does not match published information, the application will be returned.

4) Credit History: We obtain a copy of your credit report. You cannot provide this to us, we will obtain this ourselves.

5) Criminal and Sex Offense Database History: We will check for inclusion in these databases.

6) Pets: Pet policies and deposits vary from home to home so please contact us to determine the pet policy for this home. Most homes are limited to the number and size of pets. None of our homes permit dog types that may have violent tendencies, including but not limited to: Pit Bulls, Staffordshire Terriers, Dobermans, Rottweilers, Chows, or any similar breed or mixed breed due to insurance exclusions.

7) Applicants will be denied for the following or similar reasons: False, inaccurate or incomplete applications; Evictions, judgments related to rental residency, tax liens, unpaid child support, felony convictions and out of prison or jail less than 5 years, multiple felonies, physical or violent crimes, domestic violence, sex offenses; and/or appearance on any sexual offense database.

