



## RENTAL CRITERIA & LEASE APPLICATION INSTRUCTIONS

### MODEL TENANT QUALIFICATIONS:

- Must make 3x the rent in gross monthly income; income needs to be verifiable.
- Must submit two months of current pay stubs, if self-employed must have last 2 year's tax returns.
- Good and verifiable rental history including no evictions, no broken leases in the last 5 years
- Felonies are case by case basis; criminal conduct that indicates a demonstrable risk to resident safety and/or property are grounds for denial.
- Credit is on a case by case basis. The higher the rent the more weighted the debt to income ratio becomes. Bad credit or No credit may be acceptable with conditions.
- Bankruptcy MUST be dismissed or discharged and not within the last 5 years.

### APPLICATION INSTRUCTIONS:

- Any intended occupants over 18 must apply and submit a full application and the application fee is \$65 per adult.
- **Please have the following items ready before applying:**
  - Last 2 addresses and Landlord Contact Information
  - Employer and Previous Employer: Name, Contact, Start Date, Salary
  - Dependent Information
  - Emergency Contact Information
- **Have the following documents ready to UPLOAD when applying:**
  - I.D. (drivers license, i.d. card, passport, etc.)
  - 2 months of Paystubs or Income Verification
  - Copy of Renters Insurance
  - Pet Pictures (if applicable)
  - Current Vet Records (if applicable)

### APPLICATION PROCESS

- Our application process is completed online. Scan code below:



- Applicants are processed M-F 9:30-5 PM and typically take 48 to 72 hours to process. Applicants will be notified of the final decision once screening is complete.
- If approved, the listing agent will provide the lease agreement for signatures.
- All applicants must submit a pet application to complete their application using the link [raregroup.petscreening.com](https://raregroup.petscreening.com). **This must be done regardless if the applicant has a pet(s), no pet or an ESA.**

### OTHER INFORMATION:

- **The security deposit must be submitted and lease signed within 48 hours of application approval to secure the rental unit.**
- Security deposit and first rent payment must be submitted in certified funds (cashier's check, money order, or electronic transfer).
- The full first month's rent and pet deposit (if applicable) is due prior to move in and will be submitted to the listing agent. Prorated rent is due on the first of the following month and will be submitted to landlord as outlined in the lease contract. The first month's rent check will be made out to **EXP Realty LLC**, all other checks for deposits and future rent will be made out to the landlord.
- Any intended occupants over 18 must apply and submit a full application
- The total number of occupancy must not exceed two persons per bedroom
- Tenant is responsible for all utilities unless otherwise stated. Tenant is required to have utilities activated in their personal name on or before the lease start date outlined in the lease contract.
- Pets are case by case basis, if landlords allow pets. No aggressive breeds. If pets are acceptable, tenant must provide pictures of all pets. Refundable pet deposits range between \$250 - \$500 per pet. Pet rent may also apply ranging from \$15/month to \$75/month per pet based on the paw score determined after pet screening is completed.