

TENANT SELECTION CRITERIA & REQUIREMENTS

Anyone occupying the property that is eighteen (18) years of age or older must fill out an application, submit copies of photo identification, and remit a \$100 non-refundable application fee that includes up to two adults (\$25 extra for each additional applicant over 18). This form must be signed and submitted with the completed application before ANY processing will begin. Application fee payment must be received before verification process can begin. Payment is accepted via PayPal (info@oneporch.com) or Venmo (@oneporch) ONLY. While each landlord we represent may have different criterion for acceptance, our normal acceptable applicant must meet the requirements below. If you do not meet these minimum requirements, you should contact us 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 rental amount
2. **Employment:** We require verifiable employment history for at least the past two (2) years I the for W2's, bank statements, paycheck stubs, etc. that provide proof of applicant's ability to pay the monthly 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.
4. **Credit History:** We will obtain a copy of your credit report. You cannot provide this to us, we will be obtaining this ourselves.
5. **Criminal and Sex Offender 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 particular pet policy for this home. Most home are limited to the number and size of pets. None of our home permit dog types that may have violent tendencies. These are, but not limited to, Pit Bulls, Staffordshire Terriers, Dobermans, Rottweilers, Chows, or any similar or mixed breed.
7. **Applicants will be denied** for the following or similar reasons: False, inaccurate or incomplete applications; Evictions, judgements related to rental residency, tax liens, unpaid child support, felony convictions and our of prison or jail less than five (5) years, multiple felonies, physical or violent crimes, domestic violence, sex offenses; and/or appearance on any sexual offender database.
8. **Applicants may be denied** or required to pay additional deposit for rent for the following or similar reasons: insufficient verifiable income, excessive late or NSF rental payments, broken leases, property damages, unpaid rent, excessive credit collection balances, etc.

ACCEPTANCE AND MOVE IN PROCEDURES

- We can normally verify and present an application to the landlord for an acceptance decision with 48-72 business hours of receipt of providing ALL paperwork and verifications completed with paid application fee.
- Once an application has been accepted, the Applicant has 24 hours to deliver the executed lease agreement and deposit to the OnePorch office. Deposit must be in the form of a cashier's check or money order made payable to One Porch Realty. Cash payments will NOT be accepted. Property will only be removed from the market once the above conditions have been met.
- The lease agreement that will be provided is NOT to be changed or altered in any way. Any submitted changes or altered tenant signed lease agreements will be voided.

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

Applicant Signature

Date

Applicant Signature

Date

POLICIES & PROCEDURES

- Must submit \$100.00 application fee payable via PayPal (info@oneporch.com) or Venmo (@oneporch). Fee includes 2 adults and an additional \$25 fee will be charged for each additional person over the age of 18.
- Applications may be emailed to info@oneporch.com
- Make sure all blanks are filled in: Rental amount, security deposit, property address, and move in date. (A specific move in date must be written)
- Proof of stated income for the past 2 years. (Year to Date check stubs are sufficient). If self-employed, please submit tax returns.
- Gross Monthly Income may not be less than the 35% ratio.
- Written rental verification from landlords for the past two years with a good reference.
- Credit scores must be at least 700 for all applicants; however, we do deal with marginal credit in many cases. (If credit scores are lower, we may defer to the property owner).
- **Any false information provided on the application is cause for automatic rejection.**
- **Criminal convictions above a class "c" misdemeanor are an automatic rejection.**

If any of the above guidelines are not met, we "may" elect to defer the final decision to the property owner.