

# **Applicant Requirements and Tenant Selection Criteria**

All occupants of the property that are 18 years old or older must fill out an application. All applications are thoroughly verified before presenting them to owners. If you feel you don't meet these requirements, contact us before submitting your application.

1. **Rental History:** 12 months of valid verifiable rental history (meaning a written lease or month to month agreement. If rental history is less than 12 months then an increased deposit –or-cosigner may be requested.
2. **Credit History-** At least 5 accounts established for 1 year in good standing or a credit score of at least 600. We will obtain a copy of your credit report. You cannot supply this for us. (If derogatory credit history is in excess of \$250.00 and increased deposit –or-cosigner may be requested.)
3. **Employment-** 3 years on the job or previous employment in same kind of work. A copy of your last 3 paycheck stubs reflecting your year-to-date earnings. If you are self-employed, retired or not employed we would need two years of signed tax returns, bank statements that provide proof of applicants' ability to pay.
4. **Income-** The gross monthly income for all tenants should be at least three (3) to four (4) times the monthly rent.
5. **Residency-** We require a verifiable residence history for at least 3 years, whether you currently own or rent.
6. **Criminal, Sex Offense and Terrorist Database History-** We will be performing a thorough back ground check. You could be declined if you have a felony conviction.
7. **Occupancy-** The total number of tenants and occupants may not exceed two (2) persons per bedroom.
8. **Pets- NO PETS**
9. **Applicants may be denied** for the following or similar reasons: False, inaccurate, or incomplete applications, Evictions, judgments related to rental residency, tax liens, unpaid child support, current bankruptcy proceedings, 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 or terrorist database.

**10. Applicants may be denied** or required to pay an additional deposit or rent for the following or similar reasons: insufficient verifiable income, excessive late or NSF rental payments, broken leases, property damages, unpaid rent, mortgage not current, foreclosures, credit scores under **600** or no credit score, excessive credit collection balances, slow pays, drug related offenses, etc.

**11. Renters Insurance-** All tenants must carry renters' insurance that includes at least \$300,000.00 liability coverage.

By signing below the prospective tenants and their agent agree they understand the landlord's tenant selection criteria.

_____	_____	_____	_____
<b>Tenant</b>	<b>Date</b>	<b>Tenant</b>	<b>Date</b>

**Acceptance Procedures**

- 1. Usually, we can present an application to our landlord for acceptance decision within 24 hours, ***providing all verifications can be completed*** and application fees are paid. Once an application has been accepted, the Applicant has until 5pm the following business day to deliver the Security Deposit to our office. This Deposit must be in the form of a cashier's check or money order made out to RE/MAX Associates Northeast or as otherwise directed. We cannot accept cash for any reason. You also cannot pay the security deposit online. An accepted Applicant may be asked to come to our offices to a formal lease signing or will be sent the lease agreement via DocuSign digital ink. Each applicant will be required to provide copies of positive identification with a photo, such as a driver's license.