

## Rental Criteria & Application Process

You must be pre-approved for the property before scheduling a showing. To start the process you must apply online and pay a \$25 pre-approval application fee. If denied you will be notified, but the fee is non-refundable. Each applicant 18 and older must submit an application online and pay the \$25 fee.

If pre-approved, you will pay the remaining balance of the application fee later, if you decide that you want the property and want to move forward with the application process. The total application fee is \$50, if married \$60. If applying for an apartment the total application fee is \$35. Application fees are reduced if there are multiple applicants on an application, but each applicant is required to pay \$25 online.

Final Approval:

If you receive notification that you're approved, you will have 72 hours to pay the deposit and sign the lease. We will only hold a property with a signed lease and deposit for 30 days.

Waitlist:

If another application comes in before your application is received, you'll be notified that your application is on the waitlist and will not be processed. If the application ahead of yours is approved we'll refund your money. If you decide to cancel your application while on the waitlist you would need to contact us immediately to receive a refund, this is only if you're on the waitlist. If you didn't contact us while on the waitlist to cancel, we'll begin to process your application if the application ahead of yours is denied.

Pre-approval criteria: Income, Credit History, Criminal History & Rental History

Income: Stable work history. Verifiable income required pay stubs, social security etc... You must make 3x the amount of the rent after taxes. If there are multiple applicants your income will be combined. We don't consider food stamps, child support, cash assistance or unemployment as stable/ consistent income. You can include it on your application and we may add it to your income as supplemental income, ONLY if you're very close to the income criteria without it.

( Example of 3x The Rent: Rent: \$500 / \$500 x 3 = \$1500 you would need to make \$1500 after taxes to income qualify)

Credit: We will run your credit. A low credit score will not disqualify you from being pre-approved, but we do look at your credit to see your payment history.

Criminal: Your application will be denied if you have a drug, theft or fraud offense in the past 5 years. Your application will be denied if you have a violent offense in the past 10 years.

Rental History: We require 3 years of rental history however, we will look at each application on a case-by-case basis.

Evictions:

If you have any evictions within the past 3 years your application will be denied.

If you have an eviction within the past 4-5 years we will consider your application, but pre-approval will weigh heavily on income, credit and criminal. Having some rental history in the past 1-3 years may also help you get pre-approved to view the property. However, if you choose to move forward with the application after being pre-approved, the final approval will be based on your landlord reference(s), if you have some rental history and may require you to pay a higher security deposit.

Pets:

Are subject to approval, not all properties allow pets. The following dogs are considered aggressive breeds and are unacceptable: Akita, Bullmastiff, Mastiff, Chow, Alaskan Malamute, Doberman, German Shepherd, Husky, Presa Canario, Siberian Husky, Staffordshire Terrier, Wolf Dog/Wolf Hybrid, Bull Terrier, Cane Corso, Pit Bull Terrier, Rottweiler, Any combination of these or any dog that any of the above breed lineage.

Pet Deposit: \$250 (subject to be higher if you have multiple dogs)

Monthly Pet Fee: \$25 per pet

Documents Required: Applications without required documents will not be processed and will be denied.

- 2 recent pay stubs, declaration page for social security, child support, cash assistance, unemployment.
- Copy of photo ID
- Photo of Dog

If Pre-Approved:

We'll send you an email with the agents contact information to schedule a viewing of the property. You will have 24 hours to view the property after pre-approval. Once you view the property the agent will give you an application. If you want to continue with the application process fill out the landlord portion of the application, sign and drop off at our office along with a money order for the remaining balance of the application fee. You will have until 12 noon the day after you view the property to drop off your application and fee. We will contact your current/ previous landlords after receiving your paper application/ fee and a final decision will be made.

Final Approval:

If you receive notification that you're approved, you will have 72 hours to pay the deposit and sign the lease. We will only hold a property with a signed lease and deposit for 30 days.