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## POLICY FOR ACCEPTING APPLICATIONS

Wainright Property Management, LLC does not discriminate in the rental of dwellings and in other housing related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability).

Wainright Property Management, LLC requires the following:

\*Applicant must be 18 years old or older. A separate application form is required for every individual who is 18 years old or older.

\*Applicant must meet the rent-to-income ratio. Our Rent to Income Ratio is One to Three. For example, if you want to rent an apartment with the monthly rent of \$500, you must show verifiable income in the amount of \$1500 or more per month. We do consider combined income of spouse/roommate to meet rent-to-income ratio requirements. Child support is considered only if paid by the court. We require proof of income in the form of paystub, employment contract, W2, and/or income tax return. Other forms of income that may be considered include but are not limited to the following: student loans/grants/scholarships, SSI, Disability, and Retirement. You will be asked to show proof of any income.

## **POLICY FOR ACCEPTING PARENTAL GUARANTEE**

\*WPM will only allow a Guarantor to sign for full-time students. A parent or legal guardian may co-sign if the Applicant meets the following requirements: (1) Applicant is a full-time student. (2) Applicant does not income qualify. The printed Parental Guarantee form must be signed in the presence of a Notary if not witnessed by a WPM staff member. The form is also available to complete online on our website. If Applicant is a full-time student who works full-time, a co-signer is not allowed.

\*Applicant must credit qualify. We will pull a credit report for each Applicant and/or Guarantor. Credit Score is considered only for specials. WPM does not require a certain score for approval. Approval or Denial is based on the content of the credit report rather than a score. Applicant may have a high credit score but be denied based on content of credit report. Items for which an Application may be denied include but are not limited to the following: (1) significant number of negative accounts-including medical accounts (2) collection/judgment from prior rental/apartment (3) bankruptcy (4) foreclosure.

\*WPM may pull criminal record for every Applicant. WPM reserves the right to deny any Applicant based on criminal record.

\*Rental History may be verified. If Applicant has current or prior rental history, WPM requires contact information so that we may verify payment history and tenancy.

\*WPM charges a non-refundable Application Fee per Applicant.

WPM reserves the right to Approve/Deny any Application based on the discretion of Management.

Applicant understands that the Application is preliminary only and involves no obligation of the owner or its Agent to approve Application or to deliver occupancy of the proposed premises. If Application is accepted, the security deposit will be applied to the lease and damages agreement and Applicant forfeits all claims to the security deposit as liquidated damages if Applicant cancels after acceptance. Applicant assures all information submitted by Applicant is true and accurate.

By submitting the Application, Applicant understands and gives permission to Wainright Property Management, LLC the right to verify by phone/fax/email or other means any information listed including but not limited to rental/employment verification.

Credit will be verified by a credit report and Applicant authorizes such verification by submitting an Application.

Criminal record will be verified by a criminal record report and Applicant authorizes such verification by submitting an Application.

In addition, Applicant agrees to pay a reasonable non-refundable fee for said application process, including but not limited to credit/criminal record report(s).