

Application Acceptance Policy

Prospective tenants, please read carefully!

The following Minimum Requirements must be met in order for an applicant to be placed in a rental property we manage. Some of the properties we manage may have additional requirements that must be met to reside in a specific property, such as no pets. If you do have a pet or any other animals, please confirm with us that it is acceptable for the specific property you are interested in PRIOR to completing the application. Please note that all units are non-smoking, and waterbeds are not permitted. We will be verifying your rental history, your income, your criminal background, your OFAC match, and your credit history.

Minimum Requirements Needed to Qualify

Minimum Rental Requirements

1. Favorable rental history of at least 1 year for each applicant and/or married couple.
2. Positive reference(s) from previous landlord(s).
3. Individual applicant's total monthly income is at least 3x the monthly rent amount. Each dual-income party's monthly income is at least 3x monthly amount.
4. Individual applicant or dual-party applicant's total monthly income is at least their total monthly expenses.
5. Employment and/or source of income must be from a verifiable source. Applicant has maintained the same verifiable source of income for at least 90 days. 30 days previous paystubs and/or proof of income may be submitted at time of application.
6. No prior evictions, judgments, collections or liens from former landlords. No negative notices **of any kind** issued by present or previous landlords.
7. No more than 3 tenants (including children 18 years or younger to a 1-bedroom unit or 5 tenants to a 2-bedroom unit; **OR a reasonable number of tenants given the size of a unit**. This is a general guide based on principle. The number of tenants reasonably allowed at a given property will be determined by the property manager and/or owner of the property.

8. No prior convictions or pending court cases; charges of felonies, especially (but not limited to) assault, violent crimes, drug related, or sexual offenses are considered. Some misdemeanors may possibly disqualify as well.
9. ALL prospective tenants age 18 and older must truthfully and completely fill out and sign applicable paperwork and pay the required non-refundable application processing fee of \$45 per individual. We do not rent to minors, unless formally emancipated and must show proof of documents to verify and must meet all other requirements. Credit reports are generated using each applicant's email address. Padilla Real Estate Services will authorize an emailed link powered by Smartmove for TransUnion. Please complete all steps as indicated until completion, at which time you will receive an onscreen message congratulating you for finishing the entire process.
10. Applicants must provide current government issued picture I.D. such as driver's license or state issued I.D. Card. Proof of Social Security Number (SSN) is required for Padilla Real Estate Services to run necessary credit reports, etc. Additionally, applicants are required to provide copies of a current and/or past pay stubs for proof of income for a 30-day period prior to application. Other documentation may become necessary during screening.
11. If approved, applicant must pay full deposit and first month's rent amount prior to obtaining residence.
12. If pets are allowed at a property, proof of renters insurance and a pet deposit is required **PRIOR** to occupancy.
13. All information on rental application and credit report must be verifiable (i.e., accurate phone numbers, account numbers, contact etc.). and **MUST** be provided by prospective tenants.
14. Credit: while we prefer to see EXCELLENT credit for all applicants, we will use discretion. We will consider your entire credit history, so please confirm with us if there is a specific instance that may inhibit your credit. However, applicants should know that their credit history **will** impact our decision making.

15. Information provided on application **MUST** be accurate and correct. If found to be less than factual, application may be denied. If you have already taken residency in a property when false information is discovered, applicant may be required to vacate or may be evicted.

Failure to meet the above criteria will result in one or more of the following:

- Denial of rental application.
- May be required to provide a qualified Co-Signer. *This option is not always available.*
- May be required to provide an additional security deposit if deemed to be more of a "risk".

****NOTE:** Padilla Real Estate Services accepts applications on a first come, first served basis. However, if there are multiple applications for the same property, the first qualified applicant will have first option. Co-signers are not offered as an option in every circumstance. We prefer that applicants be self-reliant.