



## Rental Application Guidelines

Thank you for your interest in our rental properties! Each proposed occupant, 18 years of age or older, who will live in the rental, must complete a separate rental application. Be honest and truthful in your application and answer all questions. Any falsification of facts or withholding of information requested on the application is cause for denial. If the falsification of facts is revealed after a lease has been signed, this is a reasonable cause for eviction.

1. Applications are to be submitted via email ([lease@rapanosrentals.com](mailto:lease@rapanosrentals.com)) or dropped off to the office address (925 East Wheeler Street, Midland, Michigan 48642) during business hours of Monday – Friday 8am – 5pm. Applications must be completed in full, in addition to signed and dated. **It is important that the application is complete**, and includes the required supporting documentation. We process rental applications on a first-come, first-serve basis. Any incomplete applications or applications without supporting documentation, will be denied.

### Application requirements:

- a. Income requirement of a monthly take home income of at least 3-times the monthly rent amount
  - b. No felony convictions, evictions, or judgments from previous landlord(s) and/or bank(s)
  - c. No unpaid bills or collection accounts for utilities
  - d. No smoking or drug use is permitted at any of our rentals
2. Supporting documents to be submitted with the application:
    - a. Copy of at least the last 2 recent pay stubs (proof of 1 month's worth of rent)
      - If military: a copy of recent Leave and Earnings Statement and orders – if transferring in.
      - If self-employed: must provide their Schedule C or the top two pages of their tax return for the previous year and last 3 months bank statements.
    - b. Other income such as retirement, worker's comp insurance, child support, etc, must have reliable documentation to be considered towards monthly income.
    - c. Photocopy of the applicant's & co-applicants driver's license, military or other state authorized photo identification card.
3. Application Acceptance.
    - a. All complete application(s) will be processed approximately within 2-3 business days. Once the application(s) has been accepted, the landlord or agent will notify you to schedule a showing of the rental.
    - b. To move forward in the process, an appointment to sign the lease must be scheduled within 3 business days of application acceptance. The Security deposit, cleaning fee, application fee(s), and pet fee(s) (if applicable) are required within 3 business days of application acceptance. No property will be held without the required items paid and lease signed.
    - c. First's month rent will be due at the time of possession unless otherwise noted at the time of leasing.