

Rental Application Guidelines & Requirements

The approval of your rental application is subject to (but not limited to) the following guidelines. These rates and guidelines are subject to change.

Applicants/Occupants:

Applicants: Each individual over 18 years of age will be required to complete an application and qualify to meet all terms of the lease.

Occupants: Any individuals under the age of 18. Any individual should be considered an occupant if they are to reside in the property more than 14 consecutive days or more than 14 days in any 60 day period.

Income:

Verifiable monthly income of at least two and a half (2.5)** times the monthly rental rate.

**Income requirements may vary by property.

Acceptable verification includes: At least two of most recent pay stubs, most recent W2, or an offer letter on the corporate letterhead of the current/future employer. ***Should the Applicant turn in a letter of any kind as proof of income, the letter must be from a verified business owner/corporation. Self-employed Applicants may use their most recent 1099, IRS tax return or quarterly filing. Students may submit proof of loans, grants, or financial aid from the lender or educational institution. If the Applicant receives government benefits, settlement payments or financial/living assistance including, but not limited to: Social Security, Disability, Housing Assistance (Section 8), Alimony, Retirement, Pensions, Royalties, Farm or Investment Property Income, Child Support, Food Stamps, Veteran's Affairs (VA) Benefits, Native American/Alaska Native Distributions, etc. Applicants will be required to provide proof of such income.

***Letters from business owners/corporations stating that the Applicant works "under the table" will NOT be considered as proof of income

Rental History:

Current and previous (at least 4 years) rental/mortgage information and history with on-time payment history, sufficient notice to vacate given, and no balance owed for rent or damages. Family members and/or friends should not be used as rental references/landlords. Evictions or Judgements for Money Owed in the last three years will result in automatic application denial. Any false information given regarding current or previous rental history will result in automatic application denial.

Lease Guarantor:

A co-signer may be considered for Applicants with no rental history in some cases.

Criminal Background:

A Nationwide Criminal background/Address History will be run for each Applicant using the TenantPI screening program. Applicant's Full Name, Date of Birth, Social Security Number and/or Alien Identification Number is REQUIRED to process this report. Each **household** will be charged a non-refundable application fee to run this report. ****An Applicant may be automatically denied for any felony conviction, aggressive misdemeanor, violent crime, sex crime or drug charge within the past five (10) years.

****Criminal background requirements may vary by property.

Occupancy Standards:

Two (2) persons per bedroom. There may be one additional per household under the age of three years old.

Non U.S. Citizen:

Applicants that are not U.S. citizens can apply for or retrieve their I-94 admission number/record (proof of legal visitor status). A traveler lawfully admitted into the U.S. may print their lawful record of admission (I-94 form) as well as their U.S. arrival and departure history for the past 5 years from the U.S. Customs and Border Protection website. (www.cbp.gov)

Pets:

Allowance of pets will require a non-refundable pet deposit. Allowance of pets will vary by property owner, location and type. Some properties do not allow "aggressive breeds", cats, pets that require tanks of water, pets that exceed a certain weight at maturity. Some properties do not allow pets at all. By law, Certified Service Animals are permitted for any property, even if the property has been described as not allowing pets. Proof of Certification will be required.

Security Deposit:

Your security deposit must be paid in full prior to gaining possession of the property. We do not accept or hold security deposit monies until AFTER a rental application has been approved. Prior to gaining possession/occupancy of a property, approved Applicants must sign all lease documents, pay the security deposit and/or pet deposit IN FULL, as well as up to one and one half month's rent. If Applicant gains possession of a property after the 1st day of any month, the first month's rent will be calculated on a pro-rata basis.

Application Fee: \$ 30.00 (1-3 Applicants)

Non Refundable Pet Fee: \$ 200.00 - \$ 250.00 Fee not applicable for Service Animals