



Rental Application Requirements & Authorization to Run Credit Including Rental & Employment Verifications

A SEPARATE APPLICATION "PACKET" IS REQUIRED FOR EACH PERSON OVER THE AGE OF 18

***In order to process your application,
The following information is required***

All application are processed on a first come, first served basis. Completion of the application and providing the below information is not a guarantee or promise to Rent / Lease to you. All references will be verified. Providing false or incorrect information will result in denial of application. For your convenience copies can be made at our office.

- 1) Application To Rent – Completed, Signed and Dated.
- 2) Authorization To Run Credit Report, Rental and Employment Verifications Form – Signed and Dated.
(Please Note: Credit Inquiry can vary depending on Credit Company but there can be either a Soft to a Hard Inquiry on your Credit Pulling)
- 3) ***Current Driver's License or I.D. Card (Copy)***. This item must be turned in at the time the application is being submitted.
- 4) ***Social Security Card (Copy) or Second Form of Identification (Current Passport or any Government Issued)***.
- 5) Proof of Income (Paystubs from Employer and Bank Statements for six (6) months most recent. **REQUIRED**
Not a Source of Income: Assistance Program (Section 8, Homeless or any other programs).
- 6) ***A credit check fee of \$50.00 with each signed application***. The credit check fee includes the cost of running a credit report, verification of employment, income, current & past rental history, this includes **BACKGROUND** check also. Please if you shall have any questions or concern please let us know. Credit check fees are
- 7) **NON-REFUNDABLE**. By Signing below you authorize us to Run your Credit, Employment and Rental Verifications. Once Application has been process and if your application is DENIED Credit Check is Not Refundable.
- 8) ***Renter's Insurance is REQUIRED on all of our Rental Units.***
- 9) ***Credit Check Funds can be Paid On-Line through the ZELLE APP. (View website for more details).***

Rental Income Qualifications are as follow

- 1) ***Monthly Net Income must be a minimum of three (3) times the amount of one month rent of the property you are applying for.***
- 2) ***Income: Must have 6 Months of Income Verification and 1 year of Rental History Verification.***
- 3) ***If you have filed for Bankruptcy it MUST be DISCHARGED.***
- 4) ***No Evictions (3Years or Older), No Judgments and No Utilities in Collections (Water, Gas, Electric) ALLOWED or must show Proof of Paid Utility and last No Repossession of Vehicles.***
- 5) ***If we are unable to Verify Rental History, Employment Verification, Personal References or FAIL to submit all REQUIRE DOCUMENTATION in a TIMELY manner your application may result in an AUTOMATIC DENIAL.***

PLEASE NOTE: WE ARE NOT RESPONSIBLE FOR ANY ORIGINAL DOCUMENTS; PLEASE ONLY PROVIDE COPIES OF ALL DOCUMENTS

APPROVAL PROCEDURES

- 1) Processing could take up to 1 week to Verify Rental History, Employment History and other Verifications if needed.
- 2) Once your application has been Approved; All APPLICANTS will have a period of 48 Hours to schedule an In-Person showing of the unit.
- 3) Once unit has been shown to ALL APPLICANTS in person; you'll have a period of 48 Hours to submit your Holding Deposit.
- 4) All person(s) who are applying will all be on the Lease and will ALL need to be present when the Lease Agreement is being Signed.

Pet Policy: Any pet(s) below 15 lbs is \$250.00 per pet(s). Any pet(s) over 15 lbs is \$500.00 per pet(s) with Renter's Insurance Policy Required. If **APPROVED** the following documentation will be **REQUIRED**; ***Immunization Records, Rabies Certificate and Licence from the City for Each Pet.***

All Move-In Money (Holding / Security Deposit and First Month's Rent) must be paid in Certified Funds; (Cashier's Check or Money Order) **Cash Payment will NOT BE ACCEPTED.**

Should your application be accepted a "Holding Deposit" may be required in the form of a Money Order or Cashier Check and you'll have a period of 48 Hours to submit your "Holding Deposit" if times expires we will move onto the next application. Upon Move-In you will be required to sign the Rental / Lease Agreement and pay all other sums due (First Month Rent and Security Deposit if a Holding Deposit was not paid in the form of Money Order or Cashier Check ONLY).

The maximum amount of time a property may be held off the "Market" with a paid Holding Deposit is FIVE (5) days. All terms and conditions of the Holding Deposit must be met and completed. Should your application be denied due to a negative credit report we will gladly give you information to contact credit bureau.

By signing below you have read and understood our procedures and qualifications that are listed above.

Signature of Applicant

Date

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