



# 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.**  
**If you have a Mortgage under applicants name then we REDUCE your income in the amount of the mortgage.**
- 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 Process**

- 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 License 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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