

Our Application Process

WHAT IS REQUIRED TO APPLY?

The following is needed from EACH member of your household 18 years of age or older

- Full name and SEPARATE valid email address – needed to send link for application and background check
- Copy of government issued photo ID
- Copy of LAST TWO paycheck stubs. If self employed: last year's income tax statement and bank statement for last two months.
- Current and previous landlord contact information and signing the information release form(s)
- Application and screening completed (fees paid online ONLY)
- Contract Signed AND Deposits PAID

SCREENING CRITERIA:

At least FIVE years of positive third-party rental history or home ownership are required. **Monthly income should be equal to 3 times the stated rent**, and must be from a verifiable, legal source. As part of the screening process, we conduct a public records check and credit check.

REASONS FOR INCREASED SECURITY DEPOSIT:

- Negative or adverse debt showing on consumer credit report (less the 600 on credit score)
- Unfavorable rental history
- Income less than 3 times the stated rent
- Unverifiable or lack of third-party rental history would require a Co-Signer
- Bankruptcies within the past 8 years would require a Co-Signer. Open bankruptcies are grounds for denial.

If a Co-Signer is needed to qualify, the Security Deposit will be 2 times the stated monthly rent.

REASONS FOR DENIAL:

- Inaccurate, incomplete or falsified information is grounds for denial of an application
- Evictions within the last five years
- Property debt
- Negative rental history

- Large amounts of unpaid collections, liens or judgments
- Conviction, guilty plea or no contest plea for any felony. Conviction, guilty plea or no contest plea for any misdemeanor involving assault, intimidation, property damage, theft, dishonesty, criminal trespass, prostitution, weapons charges or any charge that is sex-related or drug-related. Any pending criminal charges or outstanding warrants.

We reserve the right to deny any application for rental.

MOVE IN FEES AND DEPOSITS:

Within 48 hours of your application being approved, you will be required to pay the full Security Deposit. The first month's rent payment and Security Deposit must be in the form of guaranteed funds (money order or cashier's check); personal checks will not be accepted. This serves as the Execution Deposit and will secure the property for up to 14 calendar days. If you fail to pay the balance of money due at move-in, and/or fail to execute the Rental Agreement within 14 days, you will forfeit all monies paid up to the time of cancellation. Once the lease is signed or the Deposit is paid: **should you choose to change your mind about renting the property in question you forfeit your deposit and all applicable fees already paid.**

Until ALL items required are received **you are NOT approved** and the desired unit is considered **STILL AVAILABLE** to anyone interested in applying.

If more than one application is submitted in the same 24hr period we reserve the right to approve the best qualified candidate.

I have read and understand the Tenant Application Screening Policies and Procedures.

Tenant #1 Signature_____ Date: _____

Tenant #1 Printed Name_____

Tenant #2 Signature_____ Date: _____

Tenant #2 Printed Name_____

