



## **Application Process & Screening Criteria**

### **Application Requirements**

Everyone one over the age of 18 must complete an application and submit a \$75 non-refundable application fee. All applicants must also provide a copy of their current identification card and social security card. Any government issued identification will be accepted. Married couples must also submit separate applications and application fees.

**\*\*\* Once the application is processed, the \$75 fee is non-refundable!**

### **\*\*\*Income Verification**

Married applicants must make a combined income of three times the rent amount. Single applicants must qualify individually. Income will be verified through current paycheck stubs (last 3), email or fax verification, tax returns and/or bank statements. If you are self-employed, you must provide the last two years (minimum) of tax returns, financial statement prepared by a CPA, and current bank statements. Any fees associated with 3rd party income verification must be paid by the applicant (e.g., The Work Number).

#### **Acceptable Income:**

- Transfers or Relocations - Acceptant letter with salary and start date.
- Child Support - Court Order Documentation.
- Social Security, disability or VA - Government Award Letter.

#### **Unacceptable Income:**

- Less than 6 months employment
- Notarized letters of employment or child support
- Financial aid or student grants.

### **Rental History**

Rental history will be verified through your current landlord. Verifying date of tenancy, late payment, and monthly rent paid. The condition of the property and unpaid amounts owed will also be verified. Any broken leases or evictions will not be accepted. Base housing will be accepted as rental history. Home ownership will be verified from a current credit report.



# Peace of Mind

PROPERTY MANAGEMENT

## **Credit History**

- Applicants must have a minimum of a 600 credit score.
- Credit scores below 600 will not be approved.
- Bankruptcy and foreclosures must be at least two years old.
- Any payments due to a property management company and/or Landlord will be cause for automatic denial.

## **Reason for Denial of Applications**

- If you failed to give proper notice when vacating a property.
- If previous landlord(s) would be unwilling to rent to you again for reasons pertaining to your behavior or that of any family member, guest (welcome or not), your pets or any animals on the property during your tenancy.
- If you have had three or more late payments of rent within the last 12 months.
- If you have an unpaid collection filed against you by a Property Management Company.
- If you have recently received a 3-day notice to vacate.
- If you have had two (2) or more NSF Checks within the last 12 months.
- If you have filed for bankruptcy or foreclosure within the last 12 months.
- Any bankruptcy must have been discharged at least one year previous to the date of your application.
- If you have allowed any person(s), not on the lease to reside on the premises.
- If we are unable to verify your information, we must deny the application.
- Credit scores below 550

## **Pet Policy**

Please verify that the property you are applying for accepts pets. While most of our properties do accept pets some don't allow them and others have restrictions. Endangered species, illegal pets, ferrets, dangerous or poisonous pets are not permitted.

\$275 pet fee and \$28 pet rent is required per pet for the following animals.

- Dogs
- Cats

No aggressive breeds or mixed aggressive breeds will be accepted. The following list will not be accepted.



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PROPERTY MANAGEMENT

**Dalmatian Presa Canario, Chow Chow, Doberman Pinschers, Alaskan Malamutes, Huskies, Boxer, German Shepherds, Rottweilers, Pit Bulls, Akita, American bull dog, Bullmastiff, Mastiff, Siberian Husky, Staffordshire Terrier, Bull Terrier.**

\$200 non refundable pet with with management approval will be required for the following pets:

- Fish tank or aquariums over 10 gallons
- Birds - Birds must remain in a cage and are not allowed to reside outside of their cage.
- Reptiles, Rabbits, Rats, Mice, Hamsters, Chinchillas, Gerbils, Guinea Pigs.

## Funds

Every applicant over the age of 18 must submit a \$75 non-refundable application fee at the time of applying. Once the application has been approved you will be notified by phone or email. Applicant(s) will have 24 hours to pay the security deposit in order to secure the home off the market on your behalf. The security deposit is to be paid by electronic fund transfer through their tenant portal that will be set up once the application is approved.

**The money that the tenant puts down to secure the property is a fee. It becomes a security deposit AFTER the tenant takes possession. IF THE TENANT DOES NOT TAKE POSSESSION AFTER PAYING THE FEE AND ANY OTHER MONIES, THE TENANT DOES NOT GET A REFUND UNLESS IT IS THE FAULT OF THE OWNER PREVENTING POSSESSION.**

Also, a \$150 one time non-refundable Move-in coordination fee will be due prior to move-in. By signing you acknowledge that you have reviewed and understand the application process and screening criteria. If you do not meet the requirement or provide inaccurate or incomplete information your application may be rejected and application fees will not be refunded.

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Applicant

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Date

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Applicant

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Date

