

# Application and Rental Criteria

**\*Attn Applicants - Please Read Carefully Before Applying**

*Your application will be processed without regard to race, sex, religion, national origin, color, familial status, or handicap. Please be aware that any false information on your application will be grounds for denial.*

**You will be charged a **NON-REFUNDABLE** Application Fee Per Adult:**

**\$35.00 per adult**

*Fee covers the cost for the background check and processing of the application*

Our application takes approximately 15 minutes to complete and we recommend that you double check the information you provide to ensure there is no delay with your application for residency.

Our company is committed to equal housing and we fully comply with the Federal Fair Housing Act (FFHA). We offer application forms to everyone who requests one.

Approval is based on the following factors:

- Credit History
- Employment Verification and History
- Income Verification
- Rental Verification and History
- Criminal Background Check
- Terrorist Database Search
- Pets

**Credit History: Credit scores below 480 will be denied.**

We will obtain a copy of your credit report. *You cannot provide this to us, we will obtain this ourselves.* Credit history should show that the resident has paid bills on time and does not have a history of debt “write-offs” or accounts that have gone into collection. Money owed to a previous landlord or utility company is cause for denial. Residency may also be denied due to poor credit history.

**Employment:**

We require verifiable employment history. You must be a permanent employee (not temporary or probationary). If you are self-employed, retired, or not employed, we can accept such documents as signed tax returns (2 years minimum), bank statements, etc. that provide proof of applicant's ability to pay the rent. If military, we need a current copy of your LES. If you are active duty military, you must be on an assignment that, to the best of your knowledge, will allow you to complete an initial 12 month lease.

**Income Verification:**

Income should be verifiable from an unbiased source: employer through pay stubs, tax returns, and/or bank statements. Self-employed income may also be verified with a CPA-prepared financial statement or tax returns. Your employment history should reflect at least 6 months with your current employer. Transfers or relocations must have correspondence showing an accepted job offer. Any verification fees required by the employer must be paid by applicant. Applicants who do not meet the above employment or income requirements must submit Savings Account statements showing a minimum average balance equal to 8 months of rental payments, for the last 6 months.

**Rental Verification History:**

We require verifiable residence history for at least three (2) years whether you currently own or rent. Applicants are responsible for providing information including the names, addresses and phone numbers, of Landlords with the dates of tenancy for the previous 2-5 years. Rental history must be verified from unbiased sources. Home ownership will be verified from a current credit report. Any evictions within the previous 5 years will be automatic grounds for denial. Broken leases will be considered on a case-by-case basis and an additional security deposit may be required.

**Criminal and Terrorist Database Check:**

We will check criminal and terrorist watchlist databases for all occupants over 18. We do not rent to any person required to register as a sex offender. Criminal backgrounds involving violent crimes, prostitution, domestic violence and/or involving the possession of weapons or illegal substances are all grounds for denial of an application.

An exception may be made for type and or age of offense, please provide details to the Property Manager.

**Rental Criteria for Pets:**

Pet policies vary from one homeowner to another. Some owners do not permit pets, while others restrict type and/or size of pets. No more than two pets per household are permitted without specific owners' approval.

Property Insurance Companies do not allow certain particular breeds of dogs, either purebred or mixed. **Dogs fully or partially of the following breeds will be rejected:**

*Akita, American Bulldog, Bullmastiff, Mastiff, Chow, Doberman, German Shepherd, Husky, Presa Canario, Pit Bull, Siberian Husky, Staffordshire Terrier, "Wolf Dog", Bull Terrier, Pit Bull Terrier, Rottweiler and any combination of these.*

Tenants will be evicted for misrepresenting any of the above type of dog, as well as for being in possession of any poisonous, dangerous, endangered species or otherwise illegal pet. Our pet policies are strictly enforced and can be grounds for eviction.

Special consideration is given to "Service Animals" that assist a tenant with special medical needs (proper and current documentation needed).

*We may require you to bring the dog(s) to our office for approval.*

- No Aquariums larger than 10 Gallons allowed.
- No ferrets, reptiles or rodents of any kind are permitted as pets.

**NOTICE TO ALL APPLICANTS:**

NO SMOKING is permitted inside the home or garage.

**Disabled Accessibility:**

Concerns should be submitted in writing to the property manager. We must obtain Owner approval to allow modification of the premises. All modifications are at the expense of the disabled person, and the disabled person must agree to restore the premises, at their own expense to the pre-modified condition (provided the modification would affect the use and enjoyment of the premises for future residents).

*Disabled Accessibility Cont. on Next Page*

**We require:**

- Written proposals detailing the extent of the work to be done.
- Written assurances that the work is to be performed in a professional manner by a licensed/bonded contractor.
- Written approval from the landlord before modifications is made.
- Appropriate building permits and required licenses made available for the landlord's inspection.
- A restoration deposit may be required per Fair Housing guidelines.

**School enrollment:**

Concerns should be investigated prior to submitting your application. Please verify the school information with the school district because enrollments get capped and designation boundaries may change.

Applicants should satisfy their concerns regarding crime statistics or the presence of any sex offenders in the area, before submitting an application.

**Upon Approval:**

Each applicant is required to provide a copy of a legible Government issued photo identification card.

Once you are approved, you will be notified by phone and or email with instructions on delivering a security deposit that will secure the home off the market on your behalf.

### **Acknowledgement and Representation:**

1) Signing this application (electronic or otherwise) indicates that applicant has had the opportunity to review landlords tenant selection criteria, which is listed above and available upon request. The Tenant selection criteria may include factors such as criminal history, credit history, current income and rental history.

2) Applicant understand that providing inaccurate or incomplete information is grounds for rejection of this application and forfeiture of any application fee and may be grounds to declare applicant in breach of any lease the applicant may sign.

3) Applicant represents that the statements made in this application are true and complete.