



Dear Prospective Tenant:

We are pleased that you are interested in leasing one of our homes. **The decision to approve your application is entirely up to the Landlord of the Property which you are applying for.** Below are guidelines and requirements of our qualifying criteria so that we may make a recommendation to the Landlord based upon the following factors:

1) Complete the Application:

Applicants must be 18 years of age. All occupants 18 years of age or older must complete a Lease Credit Application, pay all Application Fees (\$40 per person over 18) and are required to be on the lease as a resident.

2) Security Deposit and Application Fees:

An application fee of \$40 per person over 18 (personal check, money order or Cashier’s check) is required at the time the application is submitted. A Security Deposit in certified funds (Cashier’s check or money order) is recommended at the time of application.

3) Pet Deposit:

If the owner permits a pet, an additional security deposit is required per the Landlord’s discretion. Pets are always case by case.

4) Income:

Income must be at least three times the amount of rent. Two recent paystubs or if you’re self employed or retired we require a copy of your prior year tax return, W2 or bank statement.

5) Photo I.D.:

All applicants must provide a legible copy of their driver’s license or other approved photo I.D.

6) Employment:

A minimum of two years of employment history is required. A fulltime student that does not meet this requirement will require a co-signer. The co-signer for any applicant must meet all qualifying criteria.

7) Rental History:

A minimum of two years rental history is required. (Living in a property that is owned by a relative does not constitute a tenant/Landlord relationship for rental verification purposes. Owning your previous residence can take place of rental history. Occupancy has to be verifiable.

8) Credit:

A credit report must be processed for each applicant.

Qualifying Criteria (based on prior two years)

Credit Issues Past 24 months

Deposit Required

• <u>Foreclosure</u>	Double Security Deposit
• <u>Petitioned or Dismissed Bankruptcy</u>	Double Security Deposit
• <u>Broken Lease or Negative Rental History</u>	Double Security Deposit
• <u>More than 50% negative Credit</u>	Double Security Deposit
• <u>No rental and no credit</u>	Double Security Deposit or Co-Signer

9) Automatic Decline:

Applicants will be automatically declined for the following: - Anyone having been evicted by a prior Landlord for cause – Falsification of application – Invalid Social Security Number – Failure to pay Application Fee – Any application that has not been fully completed, including all pages signed, incomplete applications will not be processed.

10) Property Acceptance:

Prospective tenant(s) are accepting the property in an as is condition. Requests for changes to the property must be submitted in writing with the application. Applicant must submit security deposit and signed lease within 48 hours of acceptance of application. Failure to do so will result in cancellation of the application.

11) Signature:

By signing this you have reviewed the Qualifying Criteria and understand that this is the basis of how the results of your application will be determined.

Prospective Tenant Signature

Date

Prospective Tenant Signature

Date