RENTAL APPLICATION AND SCREENING GUIDELINES

APPLICATION PROCESS

• We offer an application forms to anyone who inquires about the rental.
• Applications will be reviewed in order received.
• We may require 3-5 business days to verify information on an application.

Each adult (18 years and older) who will be living at the residence must fill out a separate application and include a $35.00 fee which covers your background check and information verification. If we process your application, this fee is non-refundable. This fee is due with your complete application and must be paid in cash, money order, or cashier’s check only.

SCREENING GUIDELINES

Complete Application

○ We will not review incomplete applications.
○ We will accept the first qualified applicant(s).
○ Applicants must show a government-issued photo ID card.

Prior Rental History

○ Favorable rental history of 2 years must be verified from unbiased/unrelated sources
○ Applicants must provide us with the information necessary to contact past landlords.
○ No evictions within the past 5 years. We do not consider evictions which resulted in a dismissal or general judgment for the applicant.

Income/Resources

○ Household income (before taxes) shall be at least 3 times the rent.
○ Income must be verifiable through current pay stubs and employer contact; award letters for Social security, alimony, child support, welfare, utility or housing assistance, current tax records, or bank statements.

Credit History

○ Negative credit reports may result in denial of your application. Negative reports include, but are not limited to: late payments, collections, judgments, total debt load, and bankruptcy.

Criminal History

○ Criminal convictions or pending charges which may result in an application denial include, but are not limited to: drug-related crimes, person crimes, sex offenses, any crimes involving financial fraud (including identity theft or forgery), or any other crime that would adversely impact the health, safety, or right of peaceful enjoyment of the premises of the residents, owner/agent.

Explanation/Exceptions

○ Applicants may submit a written explanation with their application if there are extenuating circumstances requiring additional consideration.
○ If, after making a good faith effort, we are unable to verify information on your application, or if you fail to pass any of the screening criteria, the application process will be terminated.
○ Exceptions may be made for applications with increased deposits or qualified co-signers at the sole discretion of the Owner/Agent.
Applicants may be rejected based on the demeanor in which they treat the Owner/Agent or other parties present.

**FALSIFICATION OR MISREPRESENTATION OF ANY PART OF THE APPLICATION WILL BE GROUNDS FOR DENIAL.**