

## Application policy and procedures:

**Rental Application Fee(s):** \$35 per person. These fees are payable online and are applied to the costs associated with receiving your credit report(s) and the processing of your rental application. These application fees are NON-REFUNDABLE. Each person 18 years or older living in the property must complete an application.

We will only consider applicants meeting the following criteria:

**Minimum Income:** Must be at least three (3) times the rental amount per month. Incomes may be combined

to meet the criteria. Landlord must be provided documentation or be able to verify this.

**Employment History:** Six (6) consecutive months of full-time employment leading up to your rental application (without multiple employers) is preferred. Two (2) consecutive years of documented employment is also preferred.

**Verifiable Good Credit:** Credit reports will be checked with a national credit bureau. Generally, a minimum Fico score of 550 is required to consider applicants; however, in some cases a co-signer or additional deposits may be required.

**Previous Rental History:** Landlord requires a satisfactory, verifiable rental with both current and previous Landlords/Mortgage holders. Names and telephone numbers of prior landlord(s) must be provided. Applications may be rejected if both current and previous Landlords cannot be contacted. Two (2) total years of residential history are required.

Evictions/Landlord Judgements: Applicants with previous evictions filed, landlord judgements filed, nonpayment of rent or destruction of property will be automatically denied.

**Criminal History:** Applicants must have a clean criminal record. Applicants with any violent criminal history will automatically be denied.

**Complete Application:** The application must be completed in its entirety. Failure to do so can result in the application denial.

**Application Processing Time:** 24-48 business hours. This timeframe can be contingent on outside vendors providing credit reports etc., and/or individuals we need to hear from regarding employment, residential/mortgage history etc., as outlined in this document. Applications will not be pre-screened. Incomplete or falsified applications will be rejected. All applications submitted become the property of Landlord.

**Minimum Lease Term:** One year.

**Rent Proration:** Prior to the 15<sup>th</sup> day of the month, rent will be prorated at move in. A lease effective date occurring the 15th day of a calendar month or after will require that one full month's rent be paid to move in. A credit will be issued for the following month.

**Security Deposits:** Are due no later than time of lease signing. THE SECURITY DEPOSIT MUST BE PAID BY MONEY ORDER OR CASHIERS CHECK ONLY.

With a good credit score combined with other satisfactory verifications as required by the rental application, security deposits are typically equivalent to one month's rent although certain other conditions may require additional other amounts.

**Pet Fee:** There is a separate, Non-refundable pet fee. Pet fees typically range from \$250-\$400 for the first pet, and \$100 per any additional pet.

Tenant cannot make first rental payment online.