



Qualification Criteria for Renting

STEPS TO VIEW: SUBMITTED AT NO COST FOR REVIEW

- Submit a separate application for review for everyone 18 and over
 - a. **INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED**
 - b. All information is vital and held in strict confidence
- Our office will reach out within 3 business days for review
- Schedule an appointment to view our available rentals
- Provide physical, valid Government Issued Photo ID **(*NOTE: Military ID cards may not be copied*)**

APPLICANT REQUIREMENTS:

- *Late payments, delinquent utilities, charge offs, repositions, and collections can be detrimental.*
- *Recent 3 paycheck stubs, recent 3 complete bank statements.*
- *Cash under the table not accepted*
- *New employment offer letter signed and acceptance required from supervisor.*
- **Self-employed:** last year's Federal Tax Return; 1099 forms, last six months' bank statements.
- **If receiving SSI/SSD/EDD benefits:** official award letter/document from source
- **All documents are to be submitted in PDF Format. No snap shots will be accepted.**
- *From the past four years.*
- **Renting from family or friends does not constitute as a reference.**

STEPS TO APPLY:

- **We accept the first completed qualified application, in no particular order**
- Once you have viewed the property and you wish to move forward with the application process, there is a non-refundable application fee of \$50.00 per person 18 and over
 - a. Credit Report, Eviction, Criminal Background Check will be processed on all applications 18 years and over
- Sign coversheet & Background Investigation Report; allowing us to run a background and credit check
- Submit verifiable income
- Verify rental references

APPLICATION FEE: ALL NON-REFUNDABLE

- Residential Application Fee = \$50 per person;
- Money Order, MC, VISA, AMEX, Google, and Apple Pay. Cash and checks not accepted
- **Breakdown of Application Fee:**
 - a) **\$16.00 Process Credit Application**
 - **Eviction, Criminal, Bankruptcy and/or Other Screening Reports**
 - b) **\$17.00 Rental Verification Process**
 - **Verifying Present/Previous**
 - c) **\$17.00 Verification of Income**
 - **Bank Statements, Paystubs, W-2, 1099's, Tax Returns, Offer Letter, Trust Accounts**

Total Application Fee Residential: \$50.00

Initials: _____ Date: _____

Our rentals are made available, managed, and operated regardless of race, color, religion, sex, national origin, handicap or familial status. It is our goal to maintain a consistent procedure for selecting qualified applicants based upon clear objectives and to comply with all Fair Housing Guidelines. ADA Issues: We strive to accommodate the needs of anyone with a disability.

ALL INFORMATION IS HELD IN CONFIDENCE Revised

