

## **REQUIREMENTS FOR RENTAL APPLICATION APPROVAL**

The following requirements must be met before your application to rent a property through our office can be accepted:

- 1) **THERE WILL BE A TOTAL FEE OF THIRTY DOLLARS (\$30.00) FOR THE PROCESSING OF EACH APPLICATION. EVERY ADULT 18 YEARS AND OVER MUST SUBMIT AN APPLICATION. THIS FEE IS NON-REFUNDABLE.**
- 2) We will be running a credit report and an unlawful detainer report on each adult through National Credit Reporting. A negative report may cause rejection of your application.
- 3) Each applicant must produce a valid piece of photo identification and social security card or pay stub with social security number indicated. The ID must include a photo and current address. This would include a driver's license, military ID, passport, etc.
- 4) We must be able to verify a total monthly combined income of at least 2-1/2 times the monthly rental amount of the property for which you are applying. Applicant must provide their most recent pay stubs for one month's income or written verification of any income claimed to meet this requirement. This income must have been continuous for at least six (6) months prior to the date of application. Prior employer information may therefore be required.
- 5) We will be contacting your current and previous landlords for a reference. Two good landlord references are required (non-relative references only).

## **APPLICATION CHECKLIST**

- 1) \$30.00 for each applicant.
- 2) 1 photo ID and social security card for each adult.
- 3) Most recent pay stubs for one month's income or written verification of income.
- 4) One fully completed and signed application for each adult over 18.

No application will be accepted if it does not include all items on the checklist. Within two days after the approval of your application, a deposit in the form of a cashier's check or credit card will be required to hold the apartment.

**Please note that applications will be processed in the order received. In the event that multiple applications have been received at once, the best qualified will receive first consideration.**

**If you are applying for an apartment in advance of the existing tenant vacating, please be aware that the date the apartment becomes available is subject to change without prior notification due to the existing tenant's schedule and/or the needs of the unit turnover.**

## **ELIGIBILITY DETERMINATION**

Applicants may be deemed ineligible based upon these resident selection criteria for the following reasons:

- Failure to present all members of the applicant's household at the scheduled interview(s).
- Failure of any household member to behave in a courteous, respectful, non-violent manner during an interview or while on the property.
- Falsification of any information provided on an application.
- Poor credit history.
- Household income below proscribed limits.
- Failure to provide requested information and proof of income and assets.