

APPLICATION INSTRUCTIONS, REQUIREMENTS & FEES

The following are the required documents and information and the criteria that Anchor Property Management will use when reviewing the application.

REQUIREMENTS

1. Rental history – We verify that you are paying on time in your current rental.
2. **Credit Score – No minimum score required**
3. Credit History
 - a. Utility Collections (cell, electric, cable, etc.) – (Case-by-case Scenario)
 - b. Judgments (Repossessions, etc) – (Case-by-case Scenario)
 - c. Landlord Collections – (Case-by-case Scenario)
 - d. Medical and Student loan collections will be not affect application
4. Criminal Background – (Case-by-case Scenario)
5. Minimum Gross Income Required is 3X the Rent Amount. (combined income if more than 1 adult on application)

ONLINE APPLICATION

- To apply have client go to www.anchor-pm.com
- Everyone 18+ or over needs to complete a SEPARATE application.
- Co-applicants email must be added on the online application to avoid delays
- \$65 application fee per adults (not refundable)

SNAPPT – INCOME VERIFICATION SOFTWARE -INCOME MUST BE UPLOADED WITHIN 24HRS

- Applicant must be currently employed or have consistent income that can be proven with bank statements or paycheck stubs.
- Applicants must provide **4 most recent paystubs and 3 most recent bank statements.** Paychecks and bank statements **must be uploaded to SNAPPT for verification.**
- Please copy and paste the following link into your browser to upload to SNAPPT: <https://documentportal.info/application/apply/kfGsMy3tbG/SyIjCwjDPx>

RENTAL VERIFICATION

- Your current rental history will be verified.
- The security deposit may be increased if an applicant has no rental history.
- Broken lease or eviction within the last 12 months will be automatically denied.
- Broken lease or eviction over 24 months old will be considered with proper explanation. Good current 12month rental history is required if past broken lease or eviction.

FEES

DEPOSIT

- Deposit is the equivalent to one month's rent, due within 24 hours of approval
- Deposit may increase if credit is low or any negatives are found based on application requirements

RENT

- Rent is due ONE WEEK before move in date
- Move ins are only allowed on Fridays
- FULL FIRST MONTH'S RENT IS DUE BEFORE MOVE IN. Pro-rated rent if any is paid the second month.

PET FEE

- Pet fee is not refundable \$500 Dogs/\$300 Cats – (Breed Restrictions: No Pit bull, Rottweiler or Doberman accepted.)
- Pet monthly fee of \$25+ per month (based on FIDO score)
- 2 Pets Max with a weight limit 50lbs (Exceptions can be made)
- Pet fee is waived if client has a service animal with the appropriate documentation: includes doctor letter that is less than 12 months.

BENEFIT PACKAGE

- Each property has a resident benefit package, details of which are available upon approval.
- Monthly administration fees for each property are assessed between \$40.00 and \$150.00 per property.

NO RUSHED MOVE INS/PROCESS TIME FRAME

- Our complete application process takes on average 5 business days from the date the complete application is submitted to lease signing and move in.
- Move in dates are only allowed on Fridays or 1st of the month.

WE PROCESS COMPLETE APPLICATIONS ONLY

- A complete application is considered when:
- We have received all applicants and co-applicant's application information
- Income proof has been uploaded to SNAPPT for verification
- Rental verification has been received
- Application processing time frame does not start until application is complete.

**For questions call/text 832-412-2220 or email leasing@cityspotrealty.com
Monday – Friday 9:00 AM – 5:00 PM**