



## TENANT SELECTION CRITERIA & REQUIREMENTS

Anyone occupying the property who is eighteen (18) years of age or older must complete an application, submit a copy of photo identification, and remit a \$50 non-refundable application fee per person (\$50 for each additional applicant over 18). This form must be signed and submitted with the completed application before processing can begin. Application fee payment must be received before the verification process can begin. Payment may be accepted via Rent Spree or Zelle. While each landlord may have different criteria for acceptance, the typical applicant must meet the requirements below. If you do not meet these minimum requirements, please contact us before submitting your application to discuss your situation.

1. **Income:** Gross monthly income for all tenants must be at least three (3) times the monthly rental amount.
2. **Employment:** Verifiable employment history for at least the past one (1) year is required. Acceptable proof may include W-2s, bank statements (3 months), or paycheck stubs (1 month) that demonstrate the applicant's ability to pay rent. Self-employed applicants must provide signed tax returns for the past two (2) years. Military applicants must provide a current LES.
3. **Residency:** Verifiable residence history for at least the past two (2) years is required whether you currently rent or own.
4. **Credit History:** A credit report will be obtained during the application process. Applicants may not provide their own credit report.
5. **Criminal and Sex Offender Database History:** A background check will be conducted for inclusion in criminal and sex offender databases.
6. **Pets:** Pet policies and deposits vary by property. Please contact us for the specific pet policy for the home you are applying for. Many homes limit the number and size of pets. Certain dog breeds that may have violent tendencies may not be permitted, including but not limited to Pit Bulls, Staffordshire Terriers, Dobermans, Rottweilers, Chows, or similar or mixed breeds.
7. Applications may be denied for reasons including but not limited to: false, inaccurate, or incomplete applications; evictions; judgments related to rental residency; tax liens; unpaid child support; felony convictions within the past ten (10) years; multiple felonies; violent crimes; domestic violence; sex offenses; or appearance on any sex offender database.
8. Applicants may be denied or required to pay an additional deposit for reasons including but not limited to: insufficient verifiable income, excessive late or NSF rental payments, broken leases, property damage, unpaid rent balances, or excessive credit collection balances.



## ACCEPTANCE AND MOVE-IN PROCEDURES

- Applications are typically verified and presented to the landlord for a decision within 48–72 business hours once ALL required paperwork and verifications are completed and the application fee has been received.
- Once an application has been accepted, the applicant has 24 hours to deliver the executed lease agreement and deposit to the agent. The deposit must be payable through RentSpree or another method specified by the landlord. Cash payments will NOT be accepted. The property will only be removed from the market once these conditions have been met.
- The lease agreement provided must not be changed or altered in any way. Any submitted changes or altered tenant-signed lease agreements will be considered void.

## POLICIES & PROCEDURES

- Application fee: \$50.00 per adult (any person over the age of 18).
- Administrative fee may vary depending on the property.
- Applications may be emailed to Marty.C.Realtor@gmail.com.
- Ensure all blanks are completed, including rental amount, security deposit, property address, and move-in date. A specific move-in date must be provided.
- Proof of income for the past year must be submitted. Year-to-date paycheck stubs are acceptable. Self-employed applicants must submit tax returns.
- Gross monthly income must be at least three (3) times the monthly rent amount.
- Written rental verification from landlords for the past year with a positive reference is required.
- Preferred credit scores are 680 or higher for all applicants; however, applications with lower scores may be considered and referred to the property owner for final decision.
- Any false information provided on the application is grounds for automatic rejection.
- Criminal convictions above a Class “C” misdemeanor may result in automatic rejection.

If any of the above guidelines are not met, we may elect to defer the final decision to the property owner.

*I have read and fully understand the above tenant application selection criteria and requirements.*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_