



Preferred Tenants will meet the following criteria:

- Make at least 3 times the monthly rent in gross income
- Have a minimum credit score of 620
- Provide at least 3 years of stable employment history
- Show 3+ years of positive rental history (no evictions, broken leases, or foreclosures)
- Clean criminal record (non-violent offenses will be taken into consideration)
- Anyone 18 years and older who will be residing in the home will be required to fill out a separate application and pay a non-refundable application fee (no exceptions) We do offer free pre-screening.
- Provide valid photo identification and any other information deemed necessary for screening

Income verification will be determined by presentation of pay stubs, employment contracts, tax records, and in some cases, bank statements. Please know that past & present employers will be contacted for employment verification.

A third-party agency will be used for the background check and credit reports. We cannot accept any copies/documents from the Applicant as the reports must be conducted by our office.

We strive to have applications processed within 3 business days or less however **Tenant screening will NOT begin until ALL applicants have completed their applications, paid application fees, and submitted ALL requested documents to *Reliable Residential*.**

Remember that all application fees are non-refundable regardless of whether an application is denied or accepted.

Time is of the essence as multiple applicants are often competing for the same rental home.



Before Submitting Your Application

We are here to help so if you do **not** meet the *Standard Rental Requirements* listed above then you should take advantage of our unique FREE Tenant Pre-Screening option. You will find a link below to complete a questionnaire to help us assess your situation to determine whether or not you will be a viable applicant for the home that you're interested in. Each applicant over the age of 18 **MUST** be on the lease so you must complete documents for each person over the age of 18.

The rental homes we manage are individually owned and Landlords may have varying criteria for each property. If applicants are considered "high risk" then certain Landlords might deny the applicant altogether when others may offer additional options to try and make it work; for example, tenants may be offered the option of paying additional deposit amounts or higher monthly rent in order to accept the high-risk applicant as a tenant. This is handled strictly on a case-by-case basis with careful consideration.

Unlike other Property Management Companies, we allow potential tenants the opportunity to complete a FREE pre-screening document for us to review for each respective property to see if you have a good chance of being approved for the property that you would like to apply for.

Link to Tenant Pre-Screening Questionnaire

<https://forms.gle/2sB9ZCvhTbQxCkyr7>

You **MUST** email to notify us by email when you have completed the pre-screening questionnaire. BankOnBrooke@gmail.com



PET POLICY

Each rental home is independently owned therefore pet policies and pet deposits will vary between different properties so please check the listing for pet policy details or contact us with questions. Majority of our rental homes limit the number, size and type of pets allowed and forbid aggressive breeds.

*A legitimate service animal is *not* considered a pet therefore fees are *not* charged with proof of valid documentation from a licensed healthcare professional. Be prepared to share what task(s) your animal is trained to assist with for your respective disability.

SECURITY DEPOSIT

Upon approval of an application, the Security Deposit is due by 5:00 PM the next business day. The Security Deposit must be paid in the form of a Cashier's Check or electronically to *Reliable Residential Property Management*.

Note: The property will not be removed from the market until the lease contract is fully executed and all fees are paid.

LEASE CONTRACT

In most cases, the lease contract will be emailed to tenants to be signed electronically. Anyone living in the home over the age of 18 is **required** to be listed as a tenant and provide photo ID's and all documentation requested. (Each tenant must have a separate email address for authentication). No more than 2 persons per bedroom are allowed to reside in one home.

Be sure to read the lease thoroughly and carefully before signing as it is a legally binding document. Feel free to consult an attorney with any questions or concerns that you may have.

Once the lease is signed by all parties then it is considered fully executed and we may proceed with tenants taking possession of the property per their lease.



TENANT POSSESSION

At least one of the adult tenants on the lease **MUST** come in person with a valid photo ID before we are able to turn over keys for the property. Please make arrangements with Property Manager in advance.

Note: Cluster Mailbox keys are usually dispersed from the post office which incurs a lock change fee generally around \$25. You will need to provide a copy of your lease showing your address change to the property's designated USPS for this procedure.

UTILITIES

It is the Tenant's responsibility to set up and connect all utilities in their name. Note that connections often require deposits which are typically based on credit worthiness. Policies vary by utility company and some locations may require a particular company to service your address.

Should you have any additional questions, contact Brooke at 832-992-6204 or BankOnBrooke@gmail.com