KEYSTONE SIGNATURE PROPERTIES

Application/Rental Criteria

Please read this entire document carefully **BEFORE submitting an application.*

Property Requirements/Condition: Applicants are strongly encouraged to view the property prior to applying. Landlord makes no express or implied warranties as to the property's condition. Please review the MLS listing information and attached documents. A licensed real estate agent can provide guidance with additional information relating to each property.

Online Screening Processing Fees are paid directly to screening providers.

- Non-Refundable Screening Fee Per Applicant
- Animal Screening Fee

Application Requirements:

1) All persons 18 years of age or older who will be living in the property are required to complete and submit an application (even those who have no credit history, employment or who may not be contributing to the rent). If applying with a spouse or roommate, you will be required to invite them upon completing the primary application.
2) Each applicant must submit their own application AND pay the required screening fee.

Required Information/Documents for upload - Have ready BEFORE starting application *(system may timeout if you must go and collect information)***:**

- Copy of Government Issued Identification (i.e., Driver License, ID Card)
- Last 2 addresses and Landlord Name, Phone and Email
- Employer and Previous Employer: Name, Phone, Email, Start Date, Salary
- Dependent Information for anyone under 18 years of age that may occupy the property
- Emergency Contact Information: Name, Phone, Email, Relationship
- Three References: Name, Phone, Email, Relationship
- 3 months of Paystubs or Income Verification
- Animal Photo (if applicable)
- Vet Records, including Immunization

Screening Criteria:

1) **Gross Income:** Minimum gross monthly income at least 3-4 times the monthly rent amount. Landlord may allow a qualifying guarantor during the application process to meet the minimum income requirement.
2) **Employment Verification/Proof of Income:** Most landlords will require verifiable employment history.
    - **Employed:** Provide 3 full months of paycheck stubs

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- **Relocation/Change in Employment:** Employer letter stating start day, income and employer phone and email.
- **Business Owners/Self Employed Applicants:** Must provide the past two completed tax returns (Form 1040 Pages 1-5 and Schedule C) as well as the most recent three months of personal and business bank statements.
- **Other Sources of Income/Retired/Not Employed**: Verifiable documentation to substantiate income and ability to pay rent including social security payments, child support, part-time or contract employment, investment income, etc. Documentation may include signed tax returns (2 years minimum), W-2, bank statements, Schedule K-1, 1099, etc.
- **Military**: Current copy of your LES.

3) **Residency:** Verifiable residence history for at least three years whether you currently own or rent.
4) **Credit History:** Minimum credit score requirements apply per property (620-650 normal range). No excessive charge-offs, collections, or late pays. No broken leases or open bankruptcies.
5) **Criminal, Sex Offense, & Terrorist Database History:** Will be checked at the state and national level.
6) **Occupancy:** Maximum number of tenants is two per bedroom. If the application is approved, NO ADDITIONAL OCCUPANTS will be added to the lease unless a life change event occurs. Examples include marriage, birth, etc. If this occurs, PRIOR approval and additional screening (age 18 and older) will apply.
7) **Animals:** Animal policies and deposits vary by property. See MLS notes and contact your agent for details. If applicant is approved, any animal or assistance animal will be screened. Applicant will be notified by email when it is time to proceed with on-line animal screening. All information (animal photos, veterinary records, immunization records) will be required for uploading through an online screening process. During the term of the lease, NO animals may be added other than those approved during the initial application and screening process.
8) **Applicants may be denied or required to pay additional deposit or rent for**:
    - Lack of work history or verification
    - Low credit scores due to charge offs, late pays, collections
    - Falsification of lease application information
    - Open bankruptcy
    - Evictions within last 7 years
    - Outstanding debt/judgement to any prior landlord
    - Criminal history may be grounds for denial (please provide details)

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IMPORTANT DETAILS:

- **Processing Time:** Expect 2-3 business days for screening reports to be processed and reviewed. Keystone Signature Properties follows all local, state, and federal guidelines for fair housing and treats all applicants fairly.
- **Acceptance/Approval:** You will receive the approval notice by email with all related details for preparing, signing and delivering the lease agreement, as well as where and when to deliver deposit, fees and rent funds. All funds must be delivered per approval letter.
- $150 Administrative Fee Required with Deposit (non-refundable).
- Renter's Insurance is required. Keystone Signature Properties must be listed as additional interest, and the landlord as additional insured.
- **Avoid Problems:** Most disagreements between residents and rental housing owners and manager occur because of misunderstandings. The best ways to avoid problems include:
    - Read your lease carefully before signing.
    - Ask questions about anything that is unclear.
    - Pay attention to time sensitive deadlines.

ACKNOWLEDGEMENT and REPRESENTATION:

The following Application Agreement will be signed by all applicants prior to signing a lease contract. While some of the information required may not yet be applicable to your situation, there are some provisions that may become applicable prior to signing a lease contract. To continue with this online application, you will need to review the Application Agreement carefully and acknowledge that you accept its terms.

1) Signing this application (electronic or otherwise) indicates the applicant has had the opportunity to review landlord's tenant screening criteria which is listed above and available upon request. The tenant screening criteria may include factors such as criminal history, credit history, current income and rental history.
2) Applicant represents that the statements made in this application are true and complete.
3) Applicant understands that providing inaccurate or incomplete information is grounds for rejection of this application and forfeiture of an application fee and may be grounds to declare applicant in breach of lease the applicant may sign.
4) Applicant understands if they are denied tenancy and attempt to obtain a refund, application and I.P Address will be submitted to the credit card company showing the application fee is non-refundable.
5) After submission of the application, no copy of the application is available from the Listing Brokerage.
6) Applicant must contact ACRANET Tenant Screening if they want a copy of their screening report.

Applicant Signature:

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