

## TENANT SELECTION CRITERIA and APPLICANT REQUIREMENTS

Anyone occupying the property that is eighteen (18) years of age or older must fill out an application and submit a \$50 non-refundable application fee. This form **MUST** be signed and submitted with the completed application before ANY processing will begin.

Application fee payment must be received before we will complete the verification process. We accept payments cashier check, money order and cash.

Acceptable applicant will need to meet the requirements below. If you do not meet these minimum requirements, you should contact us before submitting your application in order to discuss your particular situation:

- **INCOME:** The gross monthly income for all tenants should be at least three (3) times the monthly rent amount.
- **EMPLOYMENT:** We require verifiable employment history for at least the past two (2) years. If you are self-employed, retired, or not employed, we can accept such documents as signed tax returns (2 years minimum), W-2's, bank statements, paycheck stubs, etc. that provide proof of applicant's ability to pay the rent. If military or receiving section 8 or other subsidy we need a current copy of your LES or award letter.
- **RESIDENCY:** We require verifiable residence history for at least two (2) years whether you currently own or rent.
- **CREDIT HISTORY:** We will obtain a copy of your credit report. **YOU CANNOT PROVIDE THIS TO US, WE WILL OBTAIN THESE OURSELVES.**
- **BACKGROUND:** Criminal, Sex Offense, and Terrorist Database History: We will check for inclusion in these databases.
- **PETS:** We have a NO PET policy

Applicants will be denied for the following or similar reasons: False, inaccurate, or incomplete applications; Evictions, judgments related to rental residency, currently owes any landlord, housing authorities or section 8 programs issues, tax liens, unpaid child support; current bankruptcy proceedings; felony convictions and out of prison or jail for less than 2 years, multiple felonies, physical or violent crimes, manufacturing or distribution of drugs or controlled substances, domestic violence, sex offenses; and/or appearance on any sexual offense or terrorist database.

Applicants may be denied or required to pay additional deposit or rent for the following or similar reasons: insufficient verifiable income, excessive late or NSF rent payments, broken leases, property damages, unpaid rent, mortgage not current, foreclosures, credit scores under 550 or no credit score, excessive credit collection balances, slow pays, drug related offenses, etc.

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

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Write Name

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Signature