



Application Procedures

Income Guidelines:

- Minimum income amounts are based on the rent for each rental home and will change anytime there is a change to the market rent.
- Income must be equal to or greater than 36 times the rent.

Proof of Income:

- Each applicant must provide three (3) of their most recent paystubs to confirm income.
- An offer letter is acceptable if you are starting a new job.
- Proof of all income listed on the application (child support, alimony, social security, retirement, etc.) is required.

Credit History:

- Each applicant's credit history will be processed and reviewed. Positive credit history is a crucial factor in the application process.
- Bankruptcies require three (3) years' worth of re-established, positive credit since the discharge. Discharge papers for the bankruptcy must be provided.
- If a mortgage payment is present on the credit report, the leasing agent may request documentation that a mortgage is covered.

Rental History:

- At least two (2) years' worth of rental history, if applicable, will be verified and reviewed for each applicant. If rental history exists, it must be positive for the application to be approved.
- If renting from a private landlord, proof of payment to the landlord is required.

Employment Verification:

- Employment will be verified either through a supervisor or human resources representative who is authorized to verify employment information, including salary. Additional documents will also be required such as paystubs, W-2's etc.

Additional requirements: To process an application, we require the following:

- A completed and signed application.
- All applicants 18 years of age and older must complete an application.
- \$55 non-refundable application fee per applicant.
- Valid, government issued Photo ID

How to Apply:

- Go to www.RentCafe.com
- Enter the property address you want to rent
- Complete the online application and pay the required fee

Thank you for your patience during the application process.
We look forward to you joining the Richardson Management family!

