

Rental Application Instructions

Please Read

If applications are missing information, are illegible, or are not signed, they cannot be processed.

Important Points:

- Write legibly
- Each adult applicant must sign the application
- Provide a phone number to verify employment
- Include social security number for each adult applicant
- To further expedite processing, you may provide your last 3 pay stubs and/or give your employer a heads up that they will be contacted and you would like for them to respond promptly
- If you are self-employed, you will need to provide proof of income
- Please include the following with your application:
 - Cashiers Check for credit check/background etc.
 - The processing fee is \$50 per adult
 - All adults (even non-working) must be on the lease
 - On date of lease signed, first month rent and security deposit (one month rent) will be due to the landlord in cash or cashier's check
 - Agents: Please be sure to include your business card in order for you to be compensated and **please verify applicant's identification.**
- Most common reasons for an application NOT to be accepted:
 - Income: Should be greater or equal to 3.5 times the monthly rent
 - Credit: Derogatory credit will not be considered, especially if the applicant has had (3) or more lates within the past 3 years or any judgements/liens/collections within the past 5 years.
 - Incomplete application

- No Social Security Number or Incorrect Social Security Number
- Application Guideline:
 - **Income:** Only two applicant income is considered. Applicants' monthly income must equal or exceed 3.5 times the rent. Income must be verifiable. For self-employed, past two years tax returns are required. Applicants must have sufficient fund in the bank to pay deposit, first month rent, moving expenses and reserve for emergencies
 - **Credit:** A credit report will be run on all applicants and all adults will be considered as applicants
 - **Job History:** applicants need to have maintained stable employment at least for the past two years.
 - **Landlord References:** Applicant must have a good reference from current and former landlord. This includes, paying rent on time, leaving property in good condition, giving adequate notice of moving etc.