



RENTAL APPLICATION REQUIREMENTS

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A SEPERATE APPLICATION "PACKET" IS REQUIRED FOR EACH PERSON OVER THE AGE OF 18.

IN ORDER TO PROCESS YOU APPLICATION, THE FOLLOWING INFORMATION IS REQUIRED.

ALL APPLICATIONS ARE PROCESSED ON A FIRST COME, FIRST SERVED BASIS. COMPLETION OF THE APPLICATION AND PROVIDING THE BELOW INFORMATION IS NOT A GUARANTEE OR PROMISE TO RENT/LEASE TO YOU. ALL REFERENCES WILL BE VERIFIED. PROVIDING FALSE OR INCORRECT INFORMATION WILL RESULT IN DENIAL OF APPLICATION. FOR YOUR CONVENIENCE COPIES CAN BE MADE AT OUR OFFICE.

- 1) APPLICATION TO RENT-COMPLETED, SIGNED AND DATED.
- 2) AUTHORIZATION TO RUN CREDIT REPORT AND EMPLOYMENT VERIFCATION FORM-SIGNED AND DATED.
- 3) DRIVER'S LICENSE OR I.D. CARD (COPY)
- 4) SOCIAL SECURITY CARD. (COPY)
- 5) MINIMUM OF TWO (2) MOST RECENT PAYCHECK STUBS OR SOURCE OF INCOME. (COPY)
- 6) A PROCESSING FEE OF \$25.00 **MONEY ORDER**
THE PROCESSING FEE INCLUDES THE COST OF RUNNING A CREDIT REPORT, VERIFICATION OF EMPLOYMENT/INCOME AND CURRENT/PAST RENTAL HISTORY. PROCESSING FEES ARE NON-REFUNDABLE.

RENTAL INCOME QUALIFICATIONS ARE AS FOLLOWS:

- 1) MONTHLY GROSS INCOME MUST BE A MINIMUM OF THREE (3) TIMES THE AMOUNT OF ONE MONTHS RENT OF THE PROPERTY YOU ARE APPLYING FOR.
- 2) EMPLOYMENT: APPLICANT MUST BE EMPLOYED BY THE SAME EMPLOYER A MINIMUM OF SIX (6) MONTHS.

ALL MOVE-IN MONEY (HOLDING/SECURITY DEPOSIT AND FIRST MONTH'S RENT) MUST BE SUBMITTED IN CERTIFIED FUNDS, i.e., CASHIER'S CHECK OR MONEY ORDERS. CASH PAYMENTS WILL NOT BE ACCEPTED.

SHOULD YOUR APPLICATION BE ACCEPTED, A "HOLDING DEPOSIT" MAY BE REQUIRED. UPON MOVE-IN YOU WILL BE REQUIRED TO SIGN A RENTAL/LEASE AGREEMENT AND PAY ALL OTHER SUMS DUE., i.e., FIRST MONTH'S RENT AND SECURITY DEPOSIT (IF A "HOLDING DEPOSIT" WAS NOT PAID.)

THE MAXIMUM AMOUNT OF TIME A PROPERTY MAY BE HELD OFF THE "MARKET" WITH A PAID "HOLDING DEPOSIT" IS SEVEN (7) DAYS. ALL TERMS AND CONDITIONS OF THE "HOLDING DEPOSIT" MUST BE COMPLIED WITH.

SHOULD YOUR APPLICATION BE DENIED DUE TO A NEGATIVE CREDIT REPORT, UPON YOUR REQUEST, A COPY OF SAID CREDIT REPORT WILL BE FURNISHED TO YOU.

SIGNATURE OF APPLICANT

DATE