

# Application Process

## Income requirement

You must make 3 to 4 X's the monthly rent

For Example: If the property you're interested in is \$1000 a month, at 3x's the rent you must make \$3000 per month; at 4x's the rent you will need to make \$4000 per month.

## Accepted forms of payment

Cash, Money Order, Certified Bank Check, or Personal Check which may be mailed but if you wish the take advantage of the monthly discount, the check must be postmarked 5 days prior to the 1<sup>st</sup> day of each month.

\$50 application fee for the first applicant and \$50 application fee for co-applicants. The application fee is non-refundable and will be used for credit report and legal (criminal) check.

## Proof of income

We can accept pay stubs, employment offer letter, or last year's tax return. If you receive income other than employment that you wish considered, we will need to have proof of that as well. We will also call your employer to verify your employment.

## Landlord or mortgage information.

We need a phone number for your current landlord. If you own a home, you need to show proof that you have sold your home or make 3-4x's the amount of your mortgage and rent combined. If your home is rented to someone else, you need to show proof of the lease and the amount of monthly payment to prove that you mortgage payments are covered. If the applicant and co-applicant still owe rent payments somewhere else, your income must be enough to cover both rent payments and still only consume ¼ to 1/3 of your monthly income.

## Repair Request

We strongly recommend that all applicants preview the property before submitting an application. If no repair requests are submitted on your application and you are approved you are taking the property "as-is".

## Pets:

The Pet Fee is \$400 for the first approved pet and an additional \$100 for each additional approved pet. Any portion of this Pet Fee is refundable only at the discretion of the property manager. If the property is rented with no pets and the tenant gets a pet without approval and the payment of the Pet Fee, this will be grounds for immediate eviction.

## Additional Ground for Rejection of Application

Any dishonesty in filling out the application is automatic grounds for rejection of the application. Acceptance of your application is wholly at the discretion of the owner and property management company. The lease will further state than any false statements on the application that are discovered after the lease is signed, will be ground for termination of lease.