

LEASE APPLICATION CHECKLIST

- Copy of driver's license and social security card
- Last 2 pay stubs
- Reference letter from previous landlord
- Application fee of \$30.00 per applicant
- Completed "Application for Leasing or Rental"
- Signed "Selection Criteria for Rental Application"

SELECTION CRITERIA FOR RENTAL APPLICATION

1. Each potential resident (financially responsible) over the age of 18 must submit a fully completed, dated and signed residency application. Applicants must provide photocopies of their social security card and valid driver's license. The non-refundable application fee is \$30.00 per applicant on the lease and must be paid in cash (checks not accepted). Potential applicants who cannot provide a social security number or federal tax identification number will not be considered.
2. The total gross income of the household must equal or exceed three times the monthly rent. We reserve the right to require a co-signer. Copies of the two most recent paystubs are required with the application. All sources of income must be verifiable to qualify for a rental unit.
3. If credit history and/or court records show any foreclosures or bankruptcies within the past two (2) years of the application date, we will require a substantial security deposit and/or pre-paid rent.
4. If any applicant's history shows any evictions, skipped leases or broken leases at any point in time for any reason, we reserve the right to reject the application and fees will not be refunded. In the event we accept the applicant, we will require a substantial security deposit and/or pre-paid rent.
5. We will not provide you with the credit report or tell you of its contents, but will provide you with the name of the credit reporting agency so that you may receive a copy in the event you are declined.
6. For insurance purposes, we cannot accept the following breeds of dogs, regardless of mix: Pit bull, Rottweiler, German Shepherd, Husky, Malamute, Wolf-dog hybrid, Doberman. The standard pet fee for any dog or cat is \$200.00 and non-refundable. Breeds not listed cannot weigh in excess of 60 lbs without an additional, non-refundable pet fee of \$150.00 per pet. Full veterinary records within 1 year of the application date are required for each pet upon application.
7. Our company policy is to report all non-compliance with the terms of your rental agreement or failure to pay rent, or any other amounts owed, to the credit bureau.
8. Lease commencement date must be within 7 calendar days of accepted application, unless prior written approval is given by Landlord. Otherwise the application fees and security deposit will be forfeited and the property will be re-leased.

By signing this document, you acknowledge you understand and have read all the above selection criteria. This document must be signed in order for the application to be considered. Each applicant only needs to sign once.

Applicant Signature

Date

Applicant Signature

Date