

## TENANT SELECTION CRITERIA and APPLICANT REQUIREMENTS

Anyone occupying the property that is eighteen (18) years of age or older must fill out an application and submit a \$35.00 non-refundable application fee. Application fee payment will be paid online. We THOROUGHLY verify all applications before accepting a tenant. If you do not meet these minimum requirements, you should contact us before submitting your application in order to discuss your particular situation:

**1) Income:** The gross monthly income for all tenants should be at least three (3) times the monthly rent amount.

**2) Employment:** We require verifiable employment history for at least the past three (3) years. If you are self-employed, retired, or not employed, we can accept such documents as signed tax returns (2 years minimum), W-2's, bank statements, paycheck stubs, etc. that provide proof of applicant's ability to pay the rent. If military, we need a current copy of your LES.

**3) Residency:** We require verifiable residence history for at least three (3) years whether you currently own or rent.

**4) Credit History:** We will obtain a copy of your credit report. This cannot be provided to us, we will obtain this ourselves.

**5) Criminal, Sex Offense, and Terrorist Database History:** We will check for inclusion in these databases.

**6) Pets:** We allow up to two pets. The nonrefundable one-time fee for a cat or non shedding dog is \$300.00 and the nonrefundable one-time fee for a shedding dog is \$600.00.

**7) Applicants will be denied for the following or similar reasons:** False, inaccurate, or incomplete applications; Evictions, judgments related to rental residency, tax liens, unpaid child support; current bankruptcy proceedings; felony convictions and out of prison or jail less than 5 years, multiple felonies, physical or violent crimes, arson crimes, burglar crimes, domestic violence, sex offenses; and/or appearance on any sexual offense or terrorist database. WE DO NOT ACCEPT SMOKERS.

**8) Applicants may be denied or required to pay additional deposit or rent for the following or similar reasons:** insufficient verifiable income, excessive late or NSF rent payments, excessive late payments, bankruptcy settled within the last three years, broken leases, property damages, unpaid rent, mortgage not current, foreclosures, credit scores under 600 or no credit score, excessive credit collection balances, slow pays, drug related offenses, etc.

### ACCEPTANCE AND MOVE-IN PROCEDURES

**1)** We can normally verify and reach an acceptance decision within one (1) business day of receipt PROVIDING ALL VERIFICATIONS CAN BE COMPLETED and Application fees are paid.

**2)** Once an application has been accepted, the Applicant has two CALENDAR days to sign the Lease Agreement and seven BUSINESS days to submit the damage deposit online. We will not accept CASH for any reason. During this time, we will not remove the Property from the market; however, we will not process any further applications or present any other offers.

We use Buildium: Property Management Software for applications and TransUnion through Buildium for the screening process. To contact TransUnion you can call: 1 (800) 916-8800; or by mail: P.O. Box 2000. Chester PA 19016