

Application Procedures

1. All applicants must provide a proof of identity in the form of driver's license, pay stubs, social security cards that include their names, address and phone.
2. All proposed tenants 18 years of age and over will be required to fill out an application for credit report and back ground check with a \$ 20.00 fee per person. This fee is non-refundable. On all civil court records must not contain slow pay, judgment, eviction fillings, collections, liens, within 3 years and no sexual offences ever.
3. A property may not be rented without a completed application submitted and processed.
4. Applicants may be declined for poor or insufficient credit history and accounts.
5. Co-signers are considered in lieu of poor insufficient credit accounts
6. A deposit in the form of cashiers cheque or money order equal to..... will be required (Cash or money orders only for out of state residents)
7. Rental agreements must be signed by all parties involved (Co-signers and all occupants)
8. Cleaning deposits are.....and up to.....is non-refundable.
9. Applicants must have a combined gross income of at least 3times the monthly rent.
10. Self employed may be required to produce upon request 2 years of tax returns or 1099s.
11. Previous rental history must reflect timely payments, sufficient notice of intent to vacate, no disturbances or illegal activities and no unpaid checks or damage to the units.
12. A minimum \$ 50.00 fee which is non-refundable will be charged as a preparation fee to the resident(s) at the time of leasing the property. In the event the application is approved and the applicant fails to enter into a lease, the applicant shall forfeit this deposit.
13. We may require a holding or good faith deposit to be collected to hold a property off the market.
14. Our company policy requires us to report all non-compliances with terms of your lease/rental agreement or failure to pay rent or any amount owed to the credit bureau.