



Guidelines for Application Approval

Please read BEFORE you begin

- A \$30.00 non-refundable application fee per adult or married couple must be paid. The application must be completed and signed and returned with a current copy of a driver's license or picture ID for each adult and proof of income for each adult.
- All applicants must be at least 18 years old or older. Applicants must have citizenship or legal immigrant documentation.
- Applicants under 21 years old must include a parent's completed application (no additional fee is required). The parent will also need to sign the lease.
- Applicant must be employed, with copy of recent paycheck stub or have written proof of other income sufficient to cover the minimum income requirements. Please bring in information with your application. Employment must show stability. Co-signers not accepted for insufficient income.
- All household members must pass police history screening and sex offender register screening procedures. No felonies involving drugs, sex offenses, or violent criminal acts.
- Every adult applicant for the same rental dwelling must complete a separate application unless a married couple. All applicants need to qualify individually.
- Applicant with landlord collections, balances, evictions, or forcible detainer court actions will **not** be considered.
- The majority of the credit ratings should be rated R1 to R3 to be considered acceptable. (Rating scale is R1 to R9). Credit report must not show any collections. Credit scores below 500 will **not** be considered. Co-signers will not be accepted for applicants with bad credit.
The best applicant for the same property will be considered first.
- Any bankruptcy must be over one year old, with good credit since bankruptcy filed.
- Income, before taxes, must be 4 times the amount of the rent or 3 times if all utilities included. Example: Apartment rent is \$400, your gross income should be \$1,600 per month.
- A satisfactory rental reference will be needed from the current and/or previous landlord. Applicants with a pest problem at their current residence will not be considered.
- After application is approved, the security deposit must be paid to hold the rental unit.
- If approved, rent begins 7 days from application date.

• **How did you hear about this rental?** •

- newspaper internet sign referral