

APPLICATION SCREENING GUIDELINES

APPLICATION PROCESS

We offer application forms to everyone who pays the \$ _____ application fee. We review **completed** applications in the order in which we receive paid applications in. We often require approximately two business days to verify information on an application. If we are unable to verify information on an application within the two business days the application shall be denied until such a time as information can be verified.

SCREENING GUIDELINES

Complete Application

Each applicant must submit an individual application. We will not review **incomplete** applications. We will only accept the first qualified applicant(s).

Identification

Applicant must show two pieces of identification. One must include a photograph.

Prior Rental History

Rental History of 2 years must be verified from unbiased / unrelated sources. Applicants must provide us with the information necessary to contact past landlords. We reserve the right to deny an application if, after making a good faith effort, we are unable to verify prior rental history. Exceptions may be made for applicants with increased deposits.

Sufficient Income / Resources

Net Household income shall be at least 3 times the rent. Income / resources must be verifiable through pay stubs, employer contract, current tax records and/or bank statements.

Credit / Criminal / Public Records Check

Negative reports may result in denial of application. Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance will be denied tenancy.

SCREENING PROCESS

We determine based on the application whether the applicant meets our screening guidelines. We verify income resources. We check with current and previous landlords. We obtain a credit report, a criminal records report, and a public records report.

APPROVAL PROCESS

Simple Approval

Once Applicant is approved at the qualified minimum deposit as outlined on their application one of two things are done:

No Holding Deposit Signed

Applicant is called and made aware of the fact that they have been approved and a deposit to hold is scheduled within the next 24 hours. If applicant does not answer, a voice message is left letting the applicant know they have been approved and have 2 hours to return the phone call so that our offices may schedule a deposit to hold within the next 24 hours. If the Applicant fails to return our call within the 2 hours, this is grounds for our office to deny the applicant and begin running the next application.

Holding Deposit Signed

Credit card on file is charged immediately. Applicant is then called and made aware of the fact that they have been approved and have been charged the "holding deposit". Depending on the desired move-in date either a deposit to hold will be scheduled or a move-in date will be scheduled. If applicant does not answer a voice message is left letting the applicant know they have been approved and have 24 hours to return the phone call so that our offices may schedule a deposit to hold or Move-in.

Increased Deposits Approval

Applicant is called and made aware that they have been approved at a higher deposit and a deposit to hold need to be scheduled within the next 24 hours. If applicant does not answer a voice message is left letting the applicant know they have been approved, the dollar amount of deposits required and that they have 24 hours to return the phone call so that our offices may schedule a deposit to hold within the next 24 hours. If the Applicant fails to return our call within the following 24 hours, this is grounds for our office to deny the applicant and begin running the next application.