



Thank you for your interest in our rental property! Below you will find the rental criteria that applies to each of the properties we manage. **Please be prepared to pay a non-refundable application fee of \$47 for each applicant/occupant over 18 years of age.** Each applicant is required to provide a government issued form of identification.

- **Fair Housing:** We act strictly in accordance with the Federal and State Fair Housing Laws and our tenant selection is never based upon race, color, national origin, religion, sex, familial status, disability, age, ancestry, sexual orientation, gender identity, gender expression, genetic information, marital status, military and veteran status, citizenship status, primary language, or immigration status.
- **Application Process: Each occupant over the age of 18 MUST complete a separate application.** Please complete all fields and provide all requested information, otherwise your application will be considered incomplete and may be denied if the missing information is not received within 24 hours. We will make one attempt to collect any missing information. If any of the information provided is false or unverifiable your application will also be denied. All bankruptcies must be discharged and any evictions will disqualify you. We also require that you view the home in person (or via video chat if possible through a family member or close friend) before you apply, as the application fee is non-refundable.

All applicants are screened for: income requirements and income verification, rental/residential history, credit history, and criminal history. We cannot accept a credit report or a tenant screening report provided by you or a 3rd party. Applicants with evictions, or active bankruptcies (of less than 10 years) old will result in automatic denials. **We do not accept Co-Signers.** An application is considered incomplete if the information below is not received or is invalid. You have the right to request additional time for reasonable accommodation, disability, translation, or an alternative method of application and payment if needed.

Required Information:

- **Income: We require a minimum of 2.5x the monthly rent in household income** (each applicant's gross income will be combined). Proof of income is required for all applicants that will be financially responsible for the rental payment. Some examples of proof of income include but are not limited to:

W2's, Pay Stubs (last 60 days), **Tax Returns** (IRS Form 1040 or 1099 Tax Form from the previous year, or last 2 years if self-employed), **Bank Statements** (last 60 days, or 3 months if self-employed. Screenshots will not be accepted), **Employer Letter, Unemployment Documentation, Disability Insurance, Pension Distribution Statement, Court Ordered Payments** (Alimony or child-support), **Social Security Income, Retirement Income, Worker's Compensation Letter, Federal, State or Local housing subsidy, and any other Legal and verifiable source of income.** (Please note: if you do not have active employment or verifiable monthly income, any savings or brokerage accounts may be considered in lieu of and balances must be equal to 3x the annual rent.)



Credit History: The minimum credit score for all applicants is 640 or higher. Negative accounts including but not limited to: a history of delinquent payments (30,60, 90 day lates), collections, charge-offs, current bankruptcy etc. may require a written explanation and/or proof of payment (if paid off) and may be used to disqualify an application. A minimum of 75% of your accounts must be in good standing.

Residential History: Be prepared to provide a minimum of 3 consecutive years of residential history. Rental history will be verified. Please be sure to provide accurate phone numbers and emails for your landlords or property management company. Previous landlord must be a 3rd party person not related to you. Past homeowners never renting may provide the previous 2 years of on-time mortgage payments. Invalid or missing information may cause your application to be denied. *Outstanding balances owed, late payments, NSF fees, complaints regarding noise or other, and negative references may be used to disqualify your application.*

Selection Process and Lease Signing:

We typically process *completed applications within 3 business days. The approval process includes verifying employment (or sources of income), rental/residential history, credit reports, etc. If there are multiple applicants, it could take longer. Our goal is to inform you of your approval (or denial) as soon as possible.

If more than one qualified application is received for a property, an applicant will be selected based on the following criteria:

- Earliest Completed application date.
- Earliest lease start date (recommended within 21 days)
- Rental amount a tenant is willing to pay.

If approved and selected as a tenant, a lease agreement will be sent to you for review within 2 business days.

- You will have 24 hours to review and sign the lease or your application may be canceled.
- You will receive a link to your new tenant portal and will be able to pay the required **security deposit which is due within 24 hours** of signing the lease agreement or application may be canceled.
- **FULL First Month rent is due at least 5 business days before the lease start date.** Any rent proration for move-ins after the 1st of the month would be credited to you in the following month.

***Completed applications include: **1)** A government issued form of Identification **2)** Proof of Income (any and all sources, last 60 days) as described in the application instructions. **3)** Pet Screening Application **4)** Accurate Contact information for residential history verification. **5)** All applicants to the lease have completed an application. ***Applications will be considered incomplete if any information is missing or invalid. *Screenshots of income or bank statements must include the applicant(s) name and be the full page or will not be accepted. In some cases, we may conditionally approve an application**



3rd Party PET SCREENING APPLICATION:

1. Everyone must complete the PET SCREENING application, including applicants and residents that do NOT own a pet or animal. This is a third-party app that charges a fee of \$20 for the first pet, \$15 for each additional pet, and \$0 for assistance animal accommodation requests or a no pet profile *****Click here to open a new window that you can return to and complete the pet application.**

****Applicants: please check the rental advertisement to confirm if pets will be considered for the home in which you are applying for. Additional Pet Fees and Deposits will apply. We do not accept pets over 100lbs.*

Tenant Acknowledgments:

- All Place Property Management residents are enrolled in the Resident Benefits Package (RBP) for \$39.75/month which includes liability insurance, credit building to help boost the resident's credit score with timely rent payments, up to \$1M Identity Theft Protection, HVAC air filter delivery (for applicable properties), move-in concierge service making utility connection and home service setup a breeze during your move-in, our best-in-class resident rewards program, and much more! More details upon application. This fee is not prorated for move-ins or move outs.
- The applicant acknowledges that the property they are applying to rent will be leased in its present state and condition. No assurances have been given by leasing agent/broker regarding any extra enhancements beyond what the applicant observed during the showing or has been or mutually agreed upon in writing. (The term "showing" encompasses personal visits, representation-assisted viewings, or virtual viewings via FaceTime or similar video applications). Some HOA's have move-in fees, tenant acknowledges any HOA related move-in/out; and/or cleaning fees will be billed to the tenant(s).