



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 over 18 years of age** as outlined in the property listing. Each applicant is required to provide a valid 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 person over the age of 18 **MUST complete a separate application** which can be linked together for the property in which you are applying to. 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.

-Please note: 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 felonies, evictions, or active bankruptcies 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 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.**

-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, etc. may require a written explanation and/or proof of payment (if paid off) and may be used to disqualify an application.



-Residential History: Be prepared to **provide a minimum of 3 consecutive years of residential history**. Rental history will also be verified so please be sure to provide accurate phone numbers and emails for your landlords or property management company. Invalid or missing information may cause your application to be denied. You can be proactive by letting any reference know Place Property Management will be calling/emailing them.

-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 3 business days.

- You will have 48 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 48 hours of signing the lease agreement or application may be canceled.
- FULL First Month rent is due on 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) Valid form of ID 2) Completed Application for all those over 18 3) Proof of Income, all sources. 4) Accurate Residential History with landlord information and/ references. Applications will be considered incomplete if any of this information is missing or invalid.***

-PET SCREENING NOTICE: Everyone must complete the PET SCREENING process, including applicants and residents that do NOT own a pet or animal. *****Applicants:** please also check the rental advertisement to confirm if pets will be considered for the home in which you are applying for. Additional Pet Fees or Deposits may apply. We do not accept pets over 100lbs. You can complete that application [here](#).

-Tenant Acknowledgments:

-If your application is approved, PLACE Property Management will be submitting your contact information to Citizen Home Solutions, a concierge utility connection service. Citizen Home Solutions will contact you to assist with setting up your water, gas, electricity, phone service, cable/satellite TV, and security monitoring. We strongly recommend that you deal directly with Citizen for these connections, as they are familiar with our requirements for satellite dish and cable line placement, and not following these guidelines could result in additional charges on move-out. By submitting your application, you hereby agree that PLACE Property



Management may provide your contact information to Citizen Home Solutions and that they may contact you.

-Applicant also acknowledges a Resident Benefit Package fee is required on all leased homes with Place Property Management and is billed to the tenant monthly at a rate of \$19.00 per month. This fee is not prorated for move-ins or move outs.