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REQUIREMENTS FOR RENTAL APPLICATION CONSIDERATION

The following requirements must be met before your application to rent a property can be considered:

- 1. \$25 Non-Refundable Application Fee
- 2. Credit Report for each adult 18 years old or older. A minimum of 2 years current & good credit.
- 3. <u>Valid Identification</u> for each adult 18 years old or older must be produced. The ID must include a photo and current address. Acceptable ID's include Drivers License, Military ID, passport, etc.
- 4. Written Income Verification. Each applicant must provide minimum of four (4) most recent pay stubs or formal written verification from the employing company of legal/reported income. Self-employed should provide a Schedule C or 1099 to show gross income for most recent year.
- 5. References. Current and/or previous landlords may be contacted. A positive reference is required.

RENTAL APPLICATION CHECKLIST

Please compile all these items for submission at the same time:

- $\sqrt{$25}$ application fee paid by cash or money order.
- √ Fully completed and signed Application to Rent for each adult 18 years old or older.
- $\sqrt{}$ Valid photo ID for each adult 18 years old or older.
- √ Four (4) paycheck stubs or written verification of income as noted above for each adult applying. Landlord/Property Manager will make copies and return original forms.

RENTAL APPLICATION PROCESSING - FURTHER INFORMATION

- No application will be approved if it does not include all requirements.
- If approved, a minimal deposit will be required within two days of notice to hold property. If applicants do not take the property, the holding fee WILL NOT BE REFUNDED and will forfeited.
- Applicants will be processed in the order received, first application with all requirements received
 equals first consideration in approval process.
- Screening process can take 24-48 hours depending on how quickly landlords return rental reference requests.

THANK YOU FOR YOUR APPLICATION