

RENTAL/LEASE POLICIES

THE FOLLOWING POLICIES ARE ESTABLISHED TO ENSURE THAT ALL PROSPECTIVE APPLICANTS PROCESSED BY PRANDI PROPERTY MANAGEMENT, INC., CRMC WILL BE TREATED EQUALLY.

An incomplete application will not be considered.

Please read the following policies carefully. If you feel you meet the guidelines for qualifying, we encourage you to submit an application. Only one application will be processed at a time and applications will be processed in the order received.

APPLICANTS

- Each person 18 years of age or older must complete and sign a separate application.
- If a co-signer is necessary, the co-signer must also complete and sign an application. The acceptance of a co-signer is not normal policy and is subject to individual approval or denial by PRANDI Property Management, Inc., CRMC and the property owner.
- To be processed and considered, a \$35.00 non-refundable processing fee must accompany all applications. If your application is not processed, this \$35.00 processing fee will be refunded.
- The applications will not be considered with *missing or false information*.
- All property requests must be submitted with application in writing.

PROCESSING FEES

- **\$35.00 Processing Fee(s)** — per applicant 18 years of age or older.
- **\$200.00 Holding Deposit Check** — if approved, the holding deposit will be credited to the security deposit.

CREDIT CRITERIA

- PRANDI Property Management, Inc., CRMC will obtain a credit report for each applicant and co-signer 18 years of age or older.
- *Reports supplied by applicants will not be accepted.*
- Discharged bankruptcies are acceptable, on a case-by-case basis with property owner approval.
- In order to protect your private financial and credit information we do not release copies of credit reports.

INCOME CRITERIA

- Applicant's gross monthly income must be three times the amount of the monthly rent.
- Income will be verified from copies of the prior month's pay stubs provided with the application. (One pay stub if it shows year to date (YTD) income.)
- Self-employed applicants must provide their most recent tax return and 3 months bank statements. Name and Account number must be printed on the statements.
- Unverifiable income will NOT be considered.

IDENTIFICATION

- Government Issued Photo ID must be provided at the time lease/rental agreement is signed.

CONDITION OF MOVE-IN

- **Lease Documents MUST be signed within 48 hours of application approval.**
(Property will remain on the market until the documents are signed)
- 50% of the security deposit funds are required to be paid at lease signing.
- Hours for lease signing are Monday through Friday, between 9:00 A.M. and 4:30 P.M., and Saturday by appointment only.
- **All Move-In Funds** are to be paid in the form of cashier's check or money order, payable to PRANDI Property Management, Inc., CRMC before keys are provided. No exceptions.

*Note: *Some properties do not allow pets.*

Please see the Application Checklist on the Other Side if this Sheet!

www.prandiprop.com