

Before making an appointment to view our property, please be prepared to place an application on the property. Please read this page fully and use as your guide before submitting your application.

Requirements:

- All adults (18 and over) are required to submit an application along with a \$50 non-refundable application fee per applicant. Incomplete applications or applications without an application fee will not be processed.
- All applicants are required to present photo identification.

Processing: We will be processing your application based on the following areas of information. Approval time will depend on the response time of your employer and landlord, however it is our goal to process your applications within 2 business days.

- **Credit Report** - Payment history and amount of debts, liens, judgments and bankruptcies are verified on credit report. We receive our credit reports from TransUnion. Should you be declined based on your credit and you feel it is unwarranted, you should request a copy of your credit report to check for errors and resubmit the application once the credit report has been corrected. Resubmitted applications will be subject to availability of property originally requested. Previous apartment collections may result in an immediate decline of application regardless of credit score.
- **Residential History** – History for the past two years of residency will be verified. We verify payment history, late payments, NSF's, notice given, etc. If applicant owned or owns a home, we will verify mortgage payments on credit report.
- **Employment/Income Criteria** - Current employment and income is verified at the time of application. If applicant is recently employed, a current offer letter stating start date and income amount will be requested. Applicants will be requested to submit proof of income by providing either 2 most recent paystubs or 2 months most recent bank statements. Documentation for other income sources such as social security or disability payments must be provided. Income is expected to be at least 3 times the monthly rent rate. Income of all applicants may be combined to meet this requirement.
- **Eviction/Criminal Background Check** - A history on Evictions and a National Criminal Background Check will be run on each applicant. Negative history may result in a decline of the application.
- **Cosigners** - If applicant has poor/no credit or no rental history, they may submit an additional application for a cosigner that will not be residing at the property. The cosigner must sign the lease and will be fully responsible for the terms of the lease.

Pets: Pets will be considered on a case by case basis and must be approved by the property owner. Before processing your application, we will get approval for pets. YOU MUST LIST ALL PETS THAT WILL BE LIVING IN THE HOME. No other pets will be allowed. Certain breeds of dogs are not allowed in any of our rental properties including Chow, Doberman, Pitt Bull, Rottweiler, or Staffordshire Terrier. If your pet is approved, the pet deposit is typically a non-refundable fee of \$200 per pet.

Additional Requests: Any other request, changes, modifications which applicant is requiring must be written on the application. If no request are made, the applicant agrees to accept the property as-is in its present condition.

Reservation Fee:

- Once you have received notification of approval, you must provide your reservation fee to hold the property. The property will not be held for you until this fee is received. The reservation fee is equal to one month's rent and **must be paid in the form of cashier's check, certified check or money order**. When we receive this reservation fee, we will remove the property from the market. Once the reservation fee is paid it becomes non-refundable.
- Should you decide to pay your reservation fee at the time of submitting an application; your reservation fee will be non-refundable upon approval of the application. If your application is denied, your reservation fee will be returned.
- The reservation fee will be credited to your rent and is NOT a security deposit.

Moving In: It is required to schedule an appointment to meet one of our agents at the property to perform a move-in inspection. The reservation deposit will be applied to any rental amount due at the time of move-in. If you are moving in after the first of the month, any remaining amount will be applied to the next month's rent. Before receiving the keys, the required security deposit generally equal to one month's rent, less the \$200 non-refundable administration fee, needs to be provided in the form of cashier's check, certified check or money order. **NO PERSONAL CHECKS ARE ACCEPTED FOR THE SECURITY DEPOSIT**. The non-refundable administration fee of \$200 along with any pet deposits are also due at the time of Move-In. Along with your notification of approval, you will be provided with a checklist of the items you are required to bring to your move-in.

Rent: The rent is due no later than 9am on the 4th day of each month. A late fee of 10% will be applied after this time. Return checks will incur a \$50 return check fee plus late fees. ALL LATE PAYMENTS MUST BE PAID IN THE FORM OF CASHIER'S CHECK, CERTIFIED CHECK or MONEY ORDER(S).



RMS Team at RE/MAX Center provides Equal Housing Opportunity. We do not discriminate on the basis of race, color, religion, sex, age, handicap, familial status, or national origin.