

In order to be approved for one of our rentals you we will need the following:

- **Application fee paid (non-refundable) - \$55 per applicant 18 years and older** – All individuals occupying the residence 18+ years must fill out an application.
 - Applications payable in Cashier's Check, Money Order, Cash or call our office to pay by Credit Card. **(NO PERSONAL CHECKS will be accepted.)**
- **To qualify the rent amount cannot be more than 30% of your monthly gross income**
- **Proof of income – A MINIMUM OF 12 MONTHS at current job and CURRENT pay stubs for a two-month period**
 - **If self-employed:** we will need 2 years of tax returns and 6 months of bank statements
 - **If starting a new job:** we will need offer letter/contract must be on letterhead and signed by employer
 - **If you receive Social Security or Disability Income:** we need the award letter
- **Legible copy of Driver's license or government issued ID** (copy of front and back)
- **Credit Check** – credit below our company standards will be subject to an extended coverage fee
- **Residence Verification** – 2 years supplied with names and numbers to verify
- **Criminal Check** – No Criminal Felonies on record
- **Eviction Check** – No Evictions on record
- **Sex Offender & Terrorist Check** – No Sex Offenders and No Terrorist's

All applications are on a first come first qualified basis and whomever completes all steps first will be approved to move forward. We know you are anxious to hear about your application, but we cannot process incomplete applications.

- **Pet Owners we will need the following:** Pet application filled out, current veterinary shots, picture and proof of breed. Additional fees will apply. Please note due to insurance regulations we cannot lease to tenants with the following breeds: Pit Bulls (Staffordshire Terriers), Rottweilers, Chows, German Shepherds, Doberman Pinschers, Presa Canario, Akita, Alaskan Malamute, Great Dane, Boxer, Dalmatian, Mastiff, Irish Wolfhound, Siberian Husky, Saint Bernard, Australian Shepherd and Wolf hybrids.
 - If you are working with a real estate agent, your agent must include their business card, agent ID, Company W9 and broker's ID numbers with the app to receive their commission check.

We can receive multiple applications for one property, so if there is more than one qualified applicant, the property will go to the first qualified person to bring their holding deposit to our office.

Once approved for the property:

The holding deposit is due. **WE WILL NOT HOLD PROPERTIES UNTIL YOU BRING IN THE HOLDING DEPOSIT.** Once the lease is signed the holding deposit will be converted to your Security Deposit. **SINCE THE HOLDING DEPOSIT IS NONREFUNDABLE,** please make sure that you are certain about renting the property. **All lease signings must be done in our office between 9 am to 4 pm. All initial funds must be in the form of a cashier's check or money order as we do not accept personal checks or cash.** If move in date is after the 1st of the month pro-rated rent will be charged in addition to the first full month's rent.

You are required to provide us with a copy of renter's insurance with \$100,000 liability, or purchase liability insurance through Great American Insurance for a cost of \$12.50 per month and can be paid along with your rent.