

Applicant's Name: _____

Property Address: _____

Qualifications to rent

We will review your credit history, residential references and verify your income and employment.

For each tenant:

1. An application must be carefully completed.
2. A letter of employment must be submitted on company letter head.
3. Proof of income must be submitted; this can be on provided as part of the letter of employment or can be copies of the last 2 paychecks.
4. You must meet the following income requirement:
The combined gross income (before taxes) for all tenants must equal at least threes times the market rent (i.e. if the market rent is \$1,000.00, the combined monthly gross income must be at least \$3,000.00).

Application fee

1. There is a **NON-REFUNDABLE** fee of \$50.00 for each applicant and co-signer/guarantor. The application fee must be submitted in the form of CASH or MONEY ORDER.

Security Deposit

1. The security deposit is one month's rent.
2. The security deposit is due upon the execution of the lease and must be paid in the form of a MONEY ORDER, CASHIER'S CHECK or CERTIFIED CHECK made out to the Landlord.
3. The pet deposit is \$250.00 per cat.
4. A portion of the security deposit is **NON-REFUNDABLE** and will be applied towards a mandatory professional move-out cleaning. Additional charges may apply for excessive conditions.
5. Landlord has 45 days either to return the deposit or notify – in writing – of any intention to apply the money toward damages in the unit. If Landlord intends to deduct for damages, Landlord has an additional 30 days from the day Tenant was notified, to return the balance of the security deposit and provide Tenant with an itemized statement of the repair costs.

Lease

1. All leases are for a twelve (12) month term.
2. Leases must be signed on or before the move-in date by all tenants named on the lease.
3. First month's rent is due upon the execution of the lease and must be paid in the form of a MONEY ORDER, CASHIER'S CHECK or CERTIFIED CHECK made out to Landlord.
4. Rent checks, after the initial first month's rent, can be in the form of a personal check.

All of the following documents and fees must be submitted before application processing begins. Once all of the following have been submitted, allow for three (3) days for application processing.

EACH APPLICANT MUST SUBMIT:	EACH CO-SIGNER/GUARANTOR MUST SUBMIT:
____ Completed application	____ Completed application
____ \$50.00 fee	____ \$50.00 fee
____ Proof of employment (i.e. letter of employment on company letter head)	____ Proof of employment (i.e. letter of employment on company letter head)
____ Proof of income (i.e. paystubs, tax return forms, employment offer letters, bank statements, scholarship/loan documents)	____ Proof of income (i.e. paystubs, tax return forms, employment offer letters, bank statements, scholarship/loan documents)



ALL UNTS ARE SHOWN AND MADE AVAILABLE IN ACCORDANCE WITH THE FEDERAL FAIR HOUSING LAWS. IT IS ILLEGAL TO DISCRIMINATE AGAINST ANY PERSON BECAUSE OF RACE, COLOR, RELIGION, SEX, DISABILITY, FAMILIAL STATUS AND/OR NATIONAL ORIGIN.