

## MINIMUM REQUIREMENTS FOR POTENTIAL TENANTS

1. A total gross income of a minimum of three times the amount of rent (each roommate must qualify individually).
2. Employed with current employer at least 6 months.
3. Have at least 1 rental reference that is not related.
4. Have a credit score of 600 or better with no outstanding collections to utility companies, other landlords or property management companies.
  - If you are applying as a roommate, you cannot have any outstanding collections to utility companies, other landlords or property management companies.
5. Application must be filled out COMPLETELY (no blank fields). Any incomplete applications turned in will NOT be processed. To help ensure your application goes as smoothly and quickly as possible, include the following items:
  - Proof of income: current pay stubs, SSI verification, child support orders, student loans/grants, etc.
  - Co-signer application if necessary.
  - If you are renting a property that allows pets, you must provide a current picture of each pet.
  - If you are renting a trailer space, you must provide a current daylight picture of the trailer to be parked there.
6. Each applicant must submit a separate application if unmarried, and qualify individually. (Common Law/Fiancés/Boyfriend/Girlfriend/Significant Other does not qualify as married).

Unmarried applicants listed on the same application will NOT be processed.

7. Must have no felony charges or convictions of ANY kind (adjudicated or not).
8. A \$25.00 application fee applies to EVERY adult for processing. The fee and a picture ID must be submitted with the application. Applications turned in without the proper fees and ID will NOT be processed. **The application fee is non-refundable.**

If a potential tenant is lacking in one of the above requirements, a qualified co-signer might be able to substitute. Co-signers will not be accepted for a potential tenant that has a felony charge or conviction (adjudicated or not).

A rental property will NOT be rented sight unseen. The applicant/s must view the property themselves or have an appointed representative view the property for them. NO EXCEPTIONS!

### **ALL PROPERTIES ARE SMOKE FREE/DRUG FREE**

We abide by HUD guidelines and treat every applicant equally.

### **ALL APPLICANTS MUST SUBMIT TO A BACKGROUND CHECK**