

**Dear Prospective Homeowner/Tenant:**

We are pleased that you are interested in allowing us to work with you in finding a new home. This may be a lease property that is also for sale that we can negotiate a purchase on when you are approved for a mortgage or a lease only property which gives you more options until you are ready and approved for a new mortgage. The decision to approve your application is entirely up to the Landlord of the Property in which you are applying for. We will work very hard to get you into the property you desire and there are times that we may need to get you into a different property for a year or more as a lease until your credit can be repaired and then you can purchase another home with more options to choose from at that time. We will set you up with your own personalized website if you have an email address with all of your options. A normal processing time for applications is 3 – 4 business days if all information is provided up front and timely with application fees.

Below are the guidelines and requirements of qualifying criteria so that we may make a recommendation to the Landlord based upon the following factors:

- 1) **Complete the Lease Credit Application:** Applicants must be 18 years of age. All occupants 18 years of age or older must complete a Lease Credit Application, pay all Application Fees (\$varies and per person over 18) and are required to be on the lease as a resident.
- 2) **Security Deposit and Application Fees:** An application fee per person over 18 (personal check, money order or Cashier’s Check) is required at the time the application is submitted. Sometimes a Security Deposit in certified funds (Cashier’s Check, Money Order or Wire Transfer ONLY) is recommended at the time of application. The security deposit is not required, but is recommended to strengthen you application.  
\*Wire Transfer or online app fee processing will require a \$10 processing fee\*
- 3) **Pet Deposit:** If the owner permits a pet, an additional security deposit is required per the Landlords discretion. Pets are always case by case.
- 4) **Income:** Income must be at least two ½ to three times the amount of rent. Two recent paystubs or if you’re self employed or retired we require a copy of your prior year tax return, W2 or bank statement.
- 5) **Photo I.D.:** All applicants must provide a legible copy of their driver’s license or other approved photo I.D.
- 6) **Employment:** A minimum of two years of employment history is required. A fulltime student that does not meet this requirement will require a co-signer. The co-signer for any applicant must meet all qualifying criteria.
- 7) **Rental History:** A minimum of two years of rental history is requested. (Living in a property that is owned by a relative does not constitute a tenant/Landlord relationship for rental verification purposes) Owning your previous residence can take place of rental history. Occupancy has to be verifiable. May need a co-signer if you do not meet this requirement.
- 8) **Credit:** A Credit Report must be processed for each applicant.

**Qualifying Criteria (based on prior two years)  
Credit Issues past 24 months Deposit Required**

<b>Foreclosure</b>	<b>Double Security Deposit (equal to 2x’s the monthly rent)</b>
<b>Petitioned or Dismissed Bankruptcy</b>	<b>Double Security Deposit</b>
<b>Broken lease or negative rental history</b>	<b>Double Security Deposit</b>
<b>More than 50% negative credit</b>	<b>Double Security Deposit</b>
<b>50% negative credit AND 50% positive credit with good rental</b>	<b>1 ½ Additional Security Deposit</b>
<b>More than 50% POSITIVE credit with good rental</b>	<b>Single Security Deposit</b>
<b>Good Rental with no credit or lack of credit</b>	<b>Co-Singer or ½ Additional Security Deposit</b>
<b>No rental and no credit</b>	<b>Double Security Deposit or ½ Additional Security Deposit with Co-Signer</b>

