

RENTAL APPLICATION GUIDELINES

BRIDGEMAN PROPERTY MANAGEMENT, LLC

01 September 2011

Bridgeman Property Management, LLC is a member of the National Association of Property Managers (NARPM) and is committed to complying with all applicable laws, including Fair Housing laws, and prohibit discrimination based on color, race, religion, gender, marital status, national origin or ancestry, physical or mental disability, medical conditions, sexual orientation, age or any other consideration made unlawful by federal, state or local laws. Bridgeman Property Management, LLC is an Equal Opportunity Housing Company.

Incomplete applications will not be processed. A completed application must contain the following.

1. **Signed Rental Application Guidelines Sheet**
2. **Signed Bridgeman Property Management Lease Application (TAR)**
3. **\$50 Application fee for each applicant, made payable to Bridgeman Property Management**
4. **Copy of Valid Drivers License or Government issued I.D. card**
5. **Proof of Income: Last 3 Months pay stubs or last 3 months bank statements**

1. **APPLICATION**- An application must be completed and signed by each individual over 18 years of age applying for residency. Omissions and false information may be grounds for application denial. **We do not accept co-signers.** Completed applications are reviewed in the order in which they are received into our office during normal business hours, Monday - Friday. All applicants are judged by the same standards and on a first come first served basis.

APPLICATIONS WILL NOT BE PROCESSED UNTIL APPLICATION FEE(S) ARE RECEIVED.

A non-refundable application fee of \$50 per person is required for processing and reviewing applications. All deposits and application fees must be paid before an application is processed for approval. All application fees must be paid with certified funds. Personal checks will not be accepted.

2. **IDENTIFICATION** – A copy of a government issued I.D. must accompany all applications.
3. **RENTAL HISTORY** – All rental history must be verifiable for the past 2-5 years. The following are examples of reasons your application may be denied: Unpaid rental collections, evictions, property damage beyond normal wear and tear, illegal activity on premises or refusal to re-rent by previous landlord. No Forcible Entry and Detainers unless you can verify with proper documentation that the landlord was at fault. **All prior landlords phone numbers must be provided.** Rental history cannot be from a relative. Base housing rental history will be accepted.
4. **INCOME REQUIREMENT** – Verifiable income must exceed 3 times the amount of the monthly rent. Applicants must provide the past 2 months pay stubs. If self employed, applicant must submit W2 or last 12 months bank statements. **Current employers will be contacted.**
5. **CREDIT** – A credit check will be performed and used for approval. Applications will be rejected for unpaid collections or judgments. Bankruptcy within the last 12-24 months may be grounds for denial of your application. Outstanding debt to any property management company or landlord will result in denial.

