



Real Estate, Inc.
PROPERTY MANAGEMENT

NOTICE OF ELIGIBILITY REQUIREMENTS

TENANT SELECTION CRITERIA / INFORMATION

We are delighted you are interested in leasing a dwelling in our community. In order to help you in making your decision, we have listed below the criteria for qualifying as a resident with us.

1. A separate rental (TAR) application must be completed, dated and signed by all ADULT applicants. **The non-refundable fee for each adult applicant is \$50.00 per adult applicant.**
Payable to Pilkenton Real Estate via Certified Check or Money Order or www.paylease.com (use subject property or 6951 Virginia Parkway).
2. The rental application will be reviewed at the time of submission to ensure we have all information needed to determine your eligibility. If you provide inaccurate or incomplete information, your application may be rejected and application deposit not refunded.
3. The **APPLICATION deposit will not be refunded** if the applicant has been notified of approval (via telephone or in writing) and the applicant fails to sign a lease or attempts to withdraw. See page 2 of TAR "Residential Lease Application" or TAR "Agreement for Application Deposit and Hold on Property". **Once the application is approved, the lease MUST be signed within 2 business days.** The property will not be held more than 2 weeks from the approval date, if the property is vacant.
4. **APPLICATION fee, APPLICATION deposit, SECURITY deposit and 1st month's RENT must be paid by MONEY ORDER, CASHIER'S, CERTIFIED check or www.paylease.com.**
5. **Application fees and Application deposit is required to HOLD PROPERTY for applicant while application is being processed**
6. **Each applicant MUST provide a government photo identification and allow it to be photocopied.**
7. Applicants who are first-time renters or who do not have sufficient rental history, or applicants who do not have sufficient credit history; could possibly qualify by depositing "last month's" rent in addition to the required security deposits and first month's rent, at move-in. We DO NOT accept Co-Signers.
8. If applicant's family will be occupying the dwelling, the family size must be appropriate for the available dwelling; for example, no more than 2 persons per bedroom. Children under 12 months are not considered occupants of the dwelling at the time of lease signing. When they are 12 months old, they are considered occupants (information available upon request).
9. Employment and monthly income must be verifiable. Total income of all applicants must be 3.5 times monthly rent rate. All income must be noted on or attached to application. Self Employed persons must supply copy of last filed Tax Return and last 4 Bank Statements. W-2 employment must submit copy of current pay-check stub, if available.
10. Tenant / Renter Insurance is required if tenant has an animal/pet on the property. If Tenant has animal/pet on property, Tenant must have professional pest control, at tenant's expense.
11. An animal/pet deposit of \$300.00 per animal/pet is required, if animal/pet size and type/ breed is acceptable.

