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## Rental Application Policies and Procedures

### Fees:

- \$0 (No Pet, ESA) - \$35 (2 Pets) PetScreening Application Fee (See Pet Policy)
- \$69.00 **non-refundable** application fee per adult over the age 18
- \$199.00 **non-refundable** administration fee due with deposit
- \$25 per Month + \$5 per Adult (Financially Responsible) Resident Benefit Package Subscription (See Attachment)
- Renter's insurance is required prior to signing lease. "Rental Management Group" must be added as an Additional Interest.
- \$65 refundable deposit is required per access remote. (If Applicable) Example: Garage remote, gate remote, keyless fobs, etc.
- \$25 Refundable Mailbox Key Deposit (If Applicable)

### Required Documents (to apply online):

1. First, Completion of the PetScreening Application found at [RentalManagementGroup.PetScreening.com](http://RentalManagementGroup.PetScreening.com)
2. Second, Completed Residential Lease Application Online at <http://apply.rentalmanagementgroup.net>
3. Acknowledge Receipt of the Rental Application Policies and Procedures (this form)
4. For online app you will need: Valid Driver's License, State approved Identification or other photo ID for each applicant (in color only)
5. Last two paycheck stubs or two years of tax returns if self-employed. Also, you will have the ability to link your bank account through the Plaid system.



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### **Application Requirements:**

1. Before applying all applicants must complete a PetScreening application regardless of having a pet or not.
2. All applicants 18 years of age and older that will be living in the property are required to complete a Residential Lease Application.
3. Each applicant over 18 years old must pay an application fee of \$69. If you are married, each person is required to complete an application and pay the application fee of \$69.
4. A signed lease and deposit will be due no later than 2 days after approved application. Property will be considered off the market once deposit and lease is executed.

### **Applicant Screening:**

1. **Gross Income-** We require 3-4 times the rent amount to be considered for any of our properties.

Example: \$1000 rent, Income required is \$3000-\$4000 monthly.

2. **Employment Verification/Proof of Income:** If you are self-employed we need 2 years of tax returns. If your employer uses the work number, you will be sent an email to pay the work number expense. Once paid we will proceed with the work number verification.
  3. **Background Check** - Applicant may be denied due to criminal history and bankruptcy.
  4. **Credit Check (600 or above)** - We will obtain a copy of your credit report. We do not accept pre-existing credit reports. This means we do not accept credit reports from individuals.
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5. **Rental History** - We require 2 years of rental history. If rental history does not exist additional deposit may be required. Previous mortgages will be reviewed via credit report.

6. **Eviction Check** - Applicants with forcible detainers, broken leases or evictions will be denied.

7. **Occupancy** - The total maximum number of occupants may not exceed two (2) persons per bedroom.