

Rental Criteria

Please do not begin the application until you have read and accepted our rental criteria.

Application fees are non-refundable.

\$75 application fee per applicant (18 years or older).

No more than 2 occupants per room are permitted.

Please check listing to confirm if housing vouchers are accepted before applying.

Anyone 18 years or older **MUST** complete a separate application. We **MUST** have ALL information for ALL applicants before approving an application.

To have your application reviewed as quickly as possible, please have the following ready:

- Copies of all applicants' government issued ID's.
- Most income documentation can be submitted via AppFolio (additional fees may apply) if you don't have online access to payroll and or bank statements, then you will need to provide documentation for the past 12 months of income. Acceptable income documentation may include such items as: the past 60 days of pay stubs or bank statements, voucher award letters for government income, annuities if you have them or prior 2 years of tax returns if self-employed.
- We may request additional documentation as needed on a case-by-case basis.
- Please have correct contact information for your current employer, prior landlords and resident addresses for past 2 years.
- If you have pets, have pictures of your pet(s) ready as well as your pet(s) name, age, breed and weight ready to enter into petscreening.com. Please see Pet Policy in section below.
- Documentation for support animals will be required.

PET POLICY:

- No more than 3 pets per property.
- Pet(s) Fee: \$350 one-time, non-refundable fee per household **due upon move-in**.
- Pet(s) Rent: \$20 per month, per pet.
- Pet(s) Deposit: Deposit per pet
 - 0-20 lbs. \$150
 - 21-60 lbs. \$250
 - 61+ lbs. \$350

- Breed Restrictions: No Aggressive Breeds. The breed restrictions list changes based on new breeds and insurance regulations regarding pet breeds not covered by policies and/or owner(s) disapproval of any specific breeds or sizes.

CREDIT CRITERIA:

- We will obtain a credit report for each applicant.
- No Open Bankruptcies.
- No Discharged Bankruptcies within the last 7 years.
- Excessive charge-offs or collections accounts may be cause for automatic rejection.
- The following will result in automatic denial:
 - Previous/current landlord debt;
 - Past or current eviction filings;
 - Federal tax liens;
 - Default on student loans or
 - Arrears in child support.

INCOME CRITERIA:

- Applicant's gross monthly income **MUST** be at least **2.5x the monthly rent, net of monthly debt payments.**
- All income sources will be verified via AppFolio or other software at the Manager's discretion.

CRIMINAL BACKGROUND SCREENING:

- We will obtain a criminal background check for all applicants.
- An application will be automatically denied if any of the following are applicable:
 - Any Felony convictions;
 - Any Violent or sexual offenses or
 - Any Manufacturing or delivering charges.

APPROVED APPLICATION:

- The Manager will review all criteria mentioned previously and make a determination accordingly.
- **The admin fee, pet deposit and security deposit MUST be paid within 1 business day of application approval.**

- These fees must be paid via online portal. Detailed instructions will be provided immediately upon application approval. Payment Fees will vary and are given when you log into your account.
- If the security deposit or admin fee has NOT been paid within the 1 business day time period, the application will be canceled.

*All households must register on our PetScreening Site whether or not there are pets in the household (additional fee may apply based on pet profile).

*An electronic lease will be sent. Lease agreement must be reviewed and signed within 2 business days of receiving it.

The following fees are due upon move-in:

- *First full month's rent (We require full month's rent upon move-in regardless of move-in date. The following month's rent will be prorated based on move-in date.).*
- *\$350 one-time pet fee (per household, if applicable)*
- *\$20 monthly pet rent (per pet, if applicable)*
- *Monthly amount for Lawn Maintenance will vary depending on yard size.*
- *HOA fees if applicable per Property Listing Page.*
- *Monthly amount for pool care if applicable.*

ALL tenants must provide proof of renters insurance (declaration page) prior to move-in. More information will be provided once approval has been given.

We look forward to welcoming you to the Common Ground Family! We are here to help so let us know if you have any questions or comments!