



# Rental Policy

THIS COMPANY WILL NOT DISCRIMINATE AGAINST ANY PERSON BASED ON RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, FAMILIAL STATUS, OR HANDICAP.

OUR COMPANY POLICY PROHIBITS EMPLOYEES FROM SHOWING PROPERTIES WITHOUT THE PROSPECTIVE TENANT PROVIDING A VALID DRIVER'S LICENSE OR A VALID PICTURE IDENTIFICATION.

The following guidelines will be used in evaluating your rental application for residency:

1. Applicants must be 18 years or older. Each prospective resident who is 18 years of age or older and is not of a Familial Status must submit a separate application, and will be considered a Resident for lease purposes. Co-signers are not accepted. Qualification also includes credit standing, rental history, criminal check and other factors affecting rental decisions.
2. Income Requirements: Verifiable gross monthly income of all applicants will be considered jointly and must equal at least three times the market rent on the property.
3. Employment Verification: Must be able to verify current stable employment.  
Self-Employment: Must provide previous two year's income tax returns.  
Retired: Must show proof of support.
4. Residency: Two years residency will be reviewed, with no negative references. First time renters are welcome.
5. Application Fee: Required \$45 non-refundable fee per an applicant.
6. Must have copies of Social Security Cards and current Driver's License of All Occupants 16 yrs. or older.

## ADDENDUM TO APPLICATION

Are you or anyone who will reside in the property a current illegal abuser or addict of a controlled substance? \_\_\_\_\_

Have you or anyone who will reside in the property ever been convicted of the illegal manufacture or distribution of a controlled substance or any felony? \_\_\_\_\_

IT IS OUR POLICY TO CHECK CRIMINAL AND CREDIT HISTORY AND REJECT ANYONE CONVICTED OF A FELONY.

I UNDERSTAND AND ACCEPT THESE QUALIFYING STANDARDS, AND HAVE TRUTHFULLY ANSWERED ALL QUESTIONS.

\_\_\_\_\_  
Prospective Resident Date

\_\_\_\_\_  
Agent for Owner Date

\_\_\_\_\_  
Prospective Resident Date