

## Application Guidelines and Criteria for Tenancy

**\*\*\*Please read over the following information before you fill out and turn in an application, we are not responsible if you pay to run an application that fails due to criteria.\*\*\***

### **Reasons For Possible Denial**

1. Felony conviction less than 7 years from release date may result in denial (proof of release date will be required).
2. Criminal Conviction-
  - a. Regardless of conviction date, applicant with a conviction for an act of violence, sex crime or illegal manufacturing or distribution of drugs may not be accepted
  - b. A felony due to drug or alcohol use may be waived depending on documentation.
3. Bankruptcy- An open bankruptcy or a bankruptcy which has been closed for less than six (6) months will result in denial.
4. Two or more NSF checks within the last five years will result in denial. One NSF check over five years ago will be considered but applicant would be required to pay with money order for the entire term of tenancy.
5. Your application may be denied if you are unable to supply us with a valid, verifiable Social Security card or Individual Tax Identification Number.
6. An *eviction* or outstanding collection account owed to another landlord (even if paid) will result in your application being denied.
7. Rental history showing property damage will result in denial.
8. Rental history with disturbance complaints and/or violation notices by management will be denied.

### **General Requirements**

1. We will require and make a copy of each applicant's government-issued photo ID.
2. Applications must be completely filled out and signed. Any adult living in the rental needs to fill out an application.
3. Application fees must be paid prior to processing the rental application.
4. Applicant must have checked out keys and viewed the property for which the applicant is applying before signing into a lease.
5. Applicant acknowledges and accepts that Quality Management represents the owner of the property for which applicant is applying.

### **Rental Requirements**

1. You must be able to provide addresses rented and landlord/property management phone for verification.
2. Verifiable residence history from a third-party landlord required, renting from family members is not third party.
3. Rental history demonstrating residency, but not by a third party, may require an additional deposit.
4. Home ownership will be verified through tax assessors' office or credit report

### **Income / Credit Requirements**

1. You must have some type of verifiable income. Your monthly income must equal approximately two (2) times the monthly rent you are applying on homes priced \$699 or below, and three (3) times the monthly rent for units \$700.00 and over will be required.
2. You will need to provide current pay stubs as your proof of income as well as employers contact information. If your employer uses a work verification number that charges a fee, you will be required to pay the fee in order to complete your application.
3. If monthly income does not quite equal approximately two (2 or 3) times the stated rent, an additional security deposit, 1<sup>st</sup> and last month's rent, or rent in advance may be required, if property allows.
4. Applicant will need a minimum of 2 lines of credit in good standing for at least 6 months. If no credit is present you may be asked for an additional deposit if property allows.
5. Self-employed individuals must have income verified through the current year's state or tax returns.
6. If unemployed, applicant must be able to provide proof unemployment payments and term payments will be received. Payments must still equal twice or three times the amount of rent. Failure to provide proof of unemployment compensation will result in denial.
7. Child support may be used as income if one (1) year of proof of continuous payment can be provided.



**Rental Application:** Address of Property You Are Applying For: \_\_\_\_\_

What Date Would You Want To Move Into Property If Approved: \_\_\_\_\_

PERSONAL INFORMATION

Applicants full Name \_\_\_\_\_ Maiden Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

SS# or ITIN # \_\_\_\_\_ Driver's Licence No./ State \_\_\_\_\_ Telephone# \_\_\_\_\_

Car Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License #. \_\_\_\_\_ Color \_\_\_\_\_ Email \_\_\_\_\_

RESIDENTIAL REFERENCES

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Amount of Rent: \_\_\_\_\_ Landlord: \_\_\_\_\_ Phone# \_\_\_\_\_ Have you given Notice: \_\_\_\_\_

Dates You Rented Here: \_\_\_\_\_ to \_\_\_\_\_ Reason For Moving: \_\_\_\_\_

Former Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Amount of Rent: \_\_\_\_\_ Landlord: \_\_\_\_\_ Phone# \_\_\_\_\_ Did you give 30 Day Notice: \_\_\_\_\_

Dates You Rented Here: \_\_\_\_\_ to \_\_\_\_\_ Reason For Moving: \_\_\_\_\_

Former Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Amount of Rent: \_\_\_\_\_ Landlord: \_\_\_\_\_ Phone# \_\_\_\_\_ Did you give 30 Day Notice: \_\_\_\_\_

Dates You Rented Here: \_\_\_\_\_ to \_\_\_\_\_ Reason For Moving: \_\_\_\_\_

EMPLOYMENT INFORMATION

Present Employer \_\_\_\_\_ Address: \_\_\_\_\_ City \_\_\_\_\_

Phone# \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position \_\_\_\_\_ Gross Monthly Salary: \_\_\_\_\_ Any Additional income: \_\_\_\_\_

Former Employer \_\_\_\_\_ Address: \_\_\_\_\_ City \_\_\_\_\_

Phone# \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position \_\_\_\_\_ Gross Monthly Salary: \_\_\_\_\_

BANK REFERENCES

Name of Bank: \_\_\_\_\_ Branch Location \_\_\_\_\_ Phone# \_\_\_\_\_

Account Type: \_\_\_\_\_

PERSONAL REFERENCES (MUST NOT BE RELATED)

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone# \_\_\_\_\_

How Known: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone# \_\_\_\_\_

How Known: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone# \_\_\_\_\_

How Known: \_\_\_\_\_ Years Known: \_\_\_\_\_

PERSONAL CONTACTS

Emergency Contact Person: \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone# \_\_\_\_\_

Nearest Relative: \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone# \_\_\_\_\_

WE MUST HAVE THIS SECTION FILLED OUT OR WE WILL NOT RUN YOUR APPLICATION

Have You Ever: Filed a Petition of Bankruptcy? \_\_\_\_\_ When? \_\_\_\_\_ Explain \_\_\_\_\_

Been Evicted from any Tenancy? \_\_\_\_\_ When? \_\_\_\_\_ Explain \_\_\_\_\_

Willfully refused to pay rent? \_\_\_\_\_ When? \_\_\_\_\_ Explain \_\_\_\_\_

Been convicted of a Felony? \_\_\_\_\_ When? \_\_\_\_\_ Explain \_\_\_\_\_

GROUP/FAMILY INFORMATION THAT WILL LIVE HERE		PETS - IF PROPERTY ALLOWS			
Name	Age	Type	Breed	Size/Age	Inside/Out/Both

I declare that the foregoing is true and correct. I authorize its verification and give my permission for obtaining a credit report and/or further investigation deemed necessary for the determination of credit and or public information required to complete this application. I agree that any information obtained from this application can and will be shared with the owner of the property that I am applying. I further agree that the landlord may terminate any agreement entered into in reliance on any mis-statement made above. Applicant must be of legal age, 18 years or older.

**Date:** \_\_\_\_\_ **Applicant Signature:** \_\_\_\_\_

### Quality Management Application Policy

1. Everyone over the age of 18 must fill out an application, pay a screening fee and qualify individually. The application fee is \$30.00 per adult. This screening fee may be paid in cash or money order. **The screening fee is NOT REFUNDABLE once your credit is run.**
2. We will evaluate your credit history. Any excessive or unpaid collections may result in denial. Unpaid utility bills in collections would have to be paid and receipt provided. If you have had a Bankruptcy or Medical Collections and have since established credit we will take this into consideration.
3. Your credit repo your current address and place of employment. It also includes your past history up to 10 years. Any unexplained discrepancies on your application may result in denial.
4. We require your first months rent and deposits including holding fee be paid in cashier's check or money order. After your first month you may pay by personal check, cashier's check, or money order
5. The **Deposit** required in most cases is the same as the monthly rent(additional deposit may be required). To receive the deposit refund, you must:
  - a. Stay a minimum of 6 months
  - b. Give a 30-day **Written Notice**
  - c. Have carpets professionally cleaned by a truck mounted system and provide receipt.
  - d. Leave the unit undamaged and in rentable condition, according to Quality Managements Standards and Policy.
  - e. Have a zero balance on your account, to include late fees, service fees, etc.
6. There is a minimum **\$300.00 per pet** deposit, **if allowed** in the unit you are applying for. For dogs under 1 year there is a minimum \$500 per pet deposit. Our office requires photos of all animals in household. If you move a pet into a unit without permission, you will receive **a 30-day Written Notice**. **"PET"** also includes fish tanks over 20 gallons and require a \$100.00 per tank deposit. Friend's pets are not welcome even for a short stay. **PETS MUST BE APPROVED BEFORE THEY ARE MOVED INTO YOUR RENTAL UNIT.** No Pitbulls(American Staffordshire Terriers or Mixes), Dobermans or Rottweilers are permitted at **any** of our properties.
7. Our Rents are due on the **1<sup>st</sup> of each Month**. We allow you until **5:00 p.m. on the 5<sup>th</sup> of the month** to get your rent payment into our office. A **\$50.00 late fee** will be charged after **5:00 p.m. on the 5<sup>th</sup> of each month if your rent has not been paid. No** exceptions will be made.
8. We issue (1) **one** key for each unit we rent. You may make copies at your own expense. If you change the locks, please see that we get a copy of that key immediately. When you vacate your rental unit, return key to Our Office. **Do not leave keys in the unit, rent continues until the key is returned.**

**I have read and understand the above stated policies and conditions.**

**Date:** \_\_\_\_\_ **Applicant:** \_\_\_\_\_

**I Can read and understand English (initials only)** \_\_\_\_\_

**Witness** \_\_\_\_\_ **Translator** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**All Translator's must show a current Photo ID and prove that they can read and understand English.**

Office Use Only	
Application Paid <input type="checkbox"/> \$30	Key Check Out Attached <input type="checkbox"/>
Application Date: _____ Time: _____	
Application Taken By: _____	