

# DOUGLAS REALTY PROPERTY MANAGEMENT

## RESIDENT SELECTION CRITERIA

We accept certified bank checks, cashier's checks or money orders. **NO CASH IS EVER ACCEPTED.** Personal checks will be accepted after one (1) month of occupancy only.

All applicants must see the interior of the property before an application can be submitted. We will not accept an application for a property that is "sight unseen" for whatever reason.

Your application will be reviewed and processed within 3 to 4 business days AND only upon submitting an application fee of \$49.00 per adult and a good faith deposit in the amount of ½ of one month's rent. **NO application will be processed until the fees are paid.** You will be authorizing us to check your credit report, check criminal and eviction reports, verifying employment through your employer and verifying your landlord history. You will be notified by phone and mail if you have been accepted or denied. **If you are denied, the good faith deposit is refundable, but not your application fee.**

**1. All adult applicants, 18 or over (including adult children), must submit a fully completed, dated and signed residency application, application fee(s), and a good faith deposit.** Applicant must provide proof of identity in the form of a driver's license, ID card or passport. A non-refundable application fee will be required for **all adult applicants.** Applicant may be required to be approved by a condo/homeowner's association and may have to pay an additional application fee or an additional security or damage deposit. **ALL ADULTS MUST SIGN THE LEASE AS RESIDENTS AND LEASE SIGNERS.**

**2. Applicants must have a combined gross income** of at least three (3) times the monthly rent. We reserve the right to require a co-signer.

**3. Credit history** and or Civil Court records, slow pays, judgments, collections, liens or bankruptcy within the past five (5) years will be considered for review and a last month's rent or additional security deposit may be required. **Bankruptcies must be discharged.** Any applicant who has been evicted or have had an eviction filed against them or whose bankruptcy has not been discharged, will not be considered for tenancy. **NO CORPORATE RENTALS.**

**4. Self-employed applicants** may be required to produce, upon request, two (2) years of tax returns or 1099's. Non-employed individuals must provide verifiable proof of income and may be required to pay three (3) month's rent in advance.

**5. Criminal records must contain no convictions for felonies** within the past seven (7) years and no sexual offenses ever. In the event a record comes back "adjudication withheld" or "open case" further documentation may be required and applicant may be denied on this basis.

**6. Previous rental history** reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no un-paid NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination.

**7. No pets (with the exception of medically necessary pets) of any kind are permitted without specific written permission of landlord** in the lease document, an addendum to lease. **A non-refundable pet fee of \$250.00 for the first initial pet/\$200.00 per pet thereafter is required.** Fees and deposits are waived for medically necessary pets. Any pets or additional pets found to occupy or visit the residence without prior written approval, for any reason whatsoever, will be charged a \$500.00 pet violation fee and tenancy is subject to eviction. **Rottweilers, German Shepard's, Dobermans, Chows, and Pit Bulls will not be accepted.**

**8. A good faith deposit** is required to hold the property off the market for **no longer than 30 days**. In the event the application is approved and the applicant *fails* to enter into a lease, the applicant shall forfeit this deposit. In the event the application is approved, this deposit shall be applied to the required security deposit. **ALL leases must be signed within 7 days from your application being approved, regardless of move-in date**. Additional monies required can be paid at lease signing or when the keys are picked up.

**9. Applicants will be required to pay a security deposit** at the time of lease execution a minimum amount of one months rent plus \$100.00. We reserve the right to require a higher security deposit and/or additional prepaid rent. ***All deposits are to be paid with a cashier's check or money orders. No personal checks will be accepted for deposits.***

**10. The number of occupants must be in compliance with HUD standards/guidelines.**

**11. Any exceptions** to our company's criteria will need to be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is then given for such exceptions, additional security, co-signers, and/or additional advance rent payments may be required.

**12. Verbal representations** are non-binding. This criteria, fees, and rates are subject to change without notice.

***Thank you for allowing DOUGLAS REALTY PROPERTY MANAGEMENT to assist you in finding a place for you to call "HOME".***