

Tenant Selection Criteria

Application Submission & Acceptance & Move-in Procedures

Anyone occupying the property that is 18 years of age or older must fill out an application and submit a non-returnable application fee. This form must be signed and submitted with the completed application before ANY processing will begin. While each landlord may have different criteria, this is general acceptable criteria that an applicant will need to meet. If you do not meet these minimum requirements, you should contact the listing agent before submitting your application to discuss your particular situation.

- Residency:** Verifiable residential history for the past 3 years whether you currently own or rent.
- Credit History:** A Credit Report will be pulled. Landlord's decision to rent the property to you may be based on information received from this report. A low credit score may be considered with additional deposit subjective to landlord's discretion. **Credit score of at least ____ (if blank contact listing agent)**
- Employment:** Verifiable employment history for at least the past 3 years. Self-employed, retired, not employed or no employment history, please provide verifiable proof of ability to pay the rent. Such items may include last 3 months of paycheck stubs, W2's, personal bank statements, retirement or social security statements, certified signed copies of last 2 tax personal and/or business tax returns, or any other documents that provide proof of applicant's ability to pay the rent.
- Income:** Verifiable Combined Income at least 3-4 times the rental amount. (Only garnishable income considered). Applicant will need Good Debt to Income ratio. If Debt to Income ratio is high, Landlord may consider with additional deposit.
- Criminal History:** Criminal history report will be pulled. The Landlord's decision to rent the property to you may be influenced by information obtained in the criminal investigation. Landlord may refuse to lease to an applicant based on information obtained in this report. It's in applicant's best interest to be forthcoming on the application.
- Pets/Animals:** **Pet policies and deposits may vary, so please contact the listing agent to determine pet policy for each home.** Most homes that accept pets are limited to the number, size and type of pets. Pets with violent tendencies may be denied, including but not limited to Pit Bulls, Staffordshire Terriers, Dobermans, Rottweilers, Chows, German Shepherds, Akitas or any similar breed or mixed breed. *Applicants may be required to register at a 3rd Party Screening service.* Photos and vet records may be required with applications

GROUND'S FOR DENIAL WILL RESULT FROM THE FOLLOWING OR SIMILAR REASONS: *

False, inaccurate or incomplete applications, unverifiable social security number, expired or unverifiable driver's license or ID, Recent evictions and/or unresolved evictions, judgments related to rental residency, unresolved property damages, documented complaints and/or damages, notice to vacate, statement by landlord that landlord would not re-rent, tax liens, unpaid child support, current/Open bankruptcy proceedings, judgments, negative criminal history: such as but not limited to: felony convictions or out of prison or jail less than 7 years, multiple felonies, misdemeanors which involve moral turpitude, prostitution, drug involvement, selling, manufacturing or possession of a controlled substance, theft, murder, kidnapping, physical or violent crimes, domestic violence, sex or drug related offense, terrorism and/or appearance on any sexual offense or terrorist database, deferred adjudication for any such offense or probation for a felony, are all considered reasons for denial along with any other offenses subject to each landlord's discretion.

Applicants may be denied or required to pay additional deposit or rent for the following or similar reasons: insufficient verifiable income, too high debt to income ratio, excessive late or NSF rent payments, evictions, negative rental history, evictions, broken leases, balance owed to Landlord(s), unpaid rent, rent collections, mortgage not current, foreclosure(s), unresolved property damages, low credit scores or no credit score, excessive credit collection balances, slow pays, late payments, lack of work history or verification, drug related offenses, pets/smoking if not allowed by Landlord etc. subject to each landlord's discretion.

*** Landlord has final decision on approval or denial of all applications even if an item is or is not listed above. Landlord may consider some negative items or issues with additional deposit, additional or advanced rent or a qualified lease guaranty. *****

Application Fee is Non-Refundable: Each applicant 18 years and older is required to pay an application fee. See listing for app fee.

Deposit: Minimum 1 month's rent. Additional deposit or advance rent may be required depending upon information obtained on applicant's application and subject to Landlord's discretion if approved.

I have read and fully understand the above tenant application, selection criteria, and requirements.

Name _____ Date _____

Signature: _____

Name _____ Date _____

Signature: _____

Name _____ Date _____

Signature: _____

Name _____ Date _____

Signature: _____

Application Submission Process:

Send Applications to:

CONTACT Listing Agent or Your Agent for APPLICATION EMAIL

***** INCOMPLETE Applications will NOT be processed. **** Please Make sure Application is Legible *****

The Landlord may select a Tenant in a multiple offer lease situation based on the rental amount, terms and/or conditions found preferable to the Landlord. Applications are NOT based on a 1st come, 1st submitted basis.

Application Fee is Non-Refundable. Each applicant 18 years and older must complete application & pay the application fee. If you are being considered, you will be sent a link to complete the background & credit check.

- ☐ Attached Signed Tenant Selection Criteria and Application Submission Process Forms
- ☐ Completed **LEGIBLE Application** on each occupant 18 yrs & Older.
- ☐ Is the **Lease amount, Deposit Amt and Move in date (not asap)** filled in?
- ☐ All Contact information completed such as: **Landlord & Employer contact information**
- ☐ Valid Color Copy of Driver's License or other Valid Photo ID or Passport for each person 18 years and old
- ☐ Non-US Citizen applicants must provide a US Permanent Resident Visa valid through the term of the lease.
- ☐ Last 3 months of paystubs
- ☐ Last 3 months of bank statements
- ☐ Transfer-relocation/employment letter signed & on company letterhead (if applicable)
- ☐ Self-Employed: Above documents PLUS the following may be required
 - o Last 2 years of certified signed Income tax returns business and personal
 - o Last 3 months or more of Personal Bank Statements (business bank statements may also be requested)
- ☐ Not employed/retired: the following may be considered:
 - o Signed certified copies of tax returns (2 yrs min)
 - o 3 most recent bank statements
 - o Proof of income/benefits
- ☐ Military
 - o Current copy of your LES
- ☐ Additional documents may be requested & may include bank statements, tax returns, certified copies of business records, social security card, etc.
- ☐ Pets. Please send photos of your pets along with their vaccine records with your applications. Note: All applicants may be required to complete a 3rd party animal screening process whether or not you have animal(s)/pet(s)

Upon Acceptance & Approval

The Property will NOT be Removed from the Market UNTIL the LEASE AGREEMENT & DEPOSITS are Received by Listing Agent.

The Following Items MUST be returned by 6PM the following day after Tenant Acceptance

- ☐ Tenant(s) Signed Lease Agreement and all associated documents. The listing agent will prepare the lease & send for electronic signatures.
- ☐ Deposit in Certified or Electronic Funds (if accepted by landlord) (due the next business day if the next day falls on a weekend or holiday)
- ☐ ***Landlord will not sign the lease until all the above and any other required documents are received by landlord.***

Move in Procedures & Release of Keys

- ☐ 1st month's rent is due & payable to See Lease Agreement on or prior to lease commencement date.
- ☐ Any additional rent, deposits or pet deposits, if required per the lease agreement shall be paid on or prior to lease commencement & release of keys.
- ☐ Copy of Rental Insurance (if required by Landlord) before lease commencement date and before keys are released
- ☐ Proof of transfer of utilities into the tenants name before release of keys.
- ☐ Keys: The above items and any other required documents will need to be received before keys are released to tenant. Check with your agent or the listing agent for the release of keys upon the lease commencement date as it may differ from property to property. Landlord may require that keys only be released to named tenant on lease with valid photo ID.

I have read and fully understand the above tenant application, selection criteria, and requirements.

Name _____ Date _____

Signature: _____

Name _____ Date _____

Signature: _____

Name _____ Date _____

Signature: _____

Name _____ Date _____

Signature: _____

Questions? Please contact Your Realtor or Listing Agent

Rental Criteria & Application Submission Process April 2026 Updated