

Application Process & Screening Criteria

Application must be completed by all residents over the age of 18. Married couples-each person must fill out and submit an application and application fee. Approval is compiled from four areas: Income, Rental History, Credit History, and Criminal Background Check. Completed applications are taken in the order they are received, first come first served basis. This process can take 24-48 hours, depending on verification of items. The application fee is \$60 per person, is cash or money order only payable to Keller Williams Realty.

Income Verification

Income should be a minimum of three times the rent and verified from the employer. If you are self employed, please bring copies of the last 2 years income tax filings. Your employment history should reflect at least six months with your current employer. Transfers or relocations must have correspondence with an accepted job offer.

Rental History

Rental history will be verified using an outside independent source who will verify the dates of tenancy, the amount of monthly rent paid, late pays or any unpaid amounts remaining. Home ownership will be verified from a current credit report. We also accept base housing as rental history.

Credit History

To determine satisfactory credit worthiness, we obtain a report from a credit-reporting agency. If you have credit issues, your application may be approved with a stipulation of an increased or additional security deposit. There should be no bankruptcy on your record for the last 6 months.

Criminal Background Check

A criminal background check will be run and depending on the results, the landlord may refuse to rent to someone who has felony convictions, drug charges, or to anyone who is required to register as a sexual offender.

Rental Criteria for Pets

Policies on pets vary from property to property. Certain owners do not permit pets, others may restrict certain types or sizes of pets. Tenants can be evicted for misrepresenting the breed or number of their pets or for the possession of poisonous, dangerous or illegal pets, or endangered species. If you are in doubt, ask your agent before submitting your application.

Signing this acknowledgement indicated that you have had the opportunity to review the resident qualifying criteria. The qualifying criteria may include factors such as criminal, credit, and rental histories, plus current income. If you do not meet the qualifying criteria, or if you provide inaccurate or false information, your application may be rejected and your application fee will not be refunded. If you have any doubts or are uncertain about any information, ask your agent before submitting an application.

Signature: _____ Date: _____

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