



## Application Process & Qualification Standards

Thank you for your interest in renting one of our homes! Below is a detailed explanation of our application process as well as our standards for qualification.

### Schedule a Viewing

We require that you view the property you are interested in renting in person. If you are relocating from out of state or have other restrictions from preventing an in person viewing, we may be able to offer a video call/virtual tour. This will provide you the opportunity to see the property in greater detail than what photos show, get an understanding of the layout, and provide time to ask detailed questions not covered by this broad overview. If the property meets your expectations, we would then proceed to the next step.

### Application

Each person over the age of 18 who will be living in the home must complete and submit a separate application and background/credit check. In order to qualify, each person must meet or exceed the minimum standards for qualification. Incomplete applications will not be processed. Applications containing false information will immediately be disqualified. Please expect 1-3 days for the application process. Processing the Application will include direct contact with employers, current landlord, previous landlords, friends, personal and professional references, law enforcement agencies, government agencies, consumer reporting agencies, public records, eviction records, and any other sources that may be deemed necessary. A consumer report will be used in the processing of all applications. Should the Applicant be denied or face other adverse action based on information received in the consumer report, the Applicant has a right to obtain a free copy of the consumer report, and to dispute the accuracy of the information it contains by contacting: TransUnion Rental Screening Solutions, 6430 South Fiddlers Green Circle, Suite #500, Greenwood Village, CO 80111. Phone: 1-800-230-9376

### Lock in the Property

After approval, the lease will be offered to the Prospective Tenant(s). The tenant(s) will be required to sign a lease and pay all upfront fees due, (rent, security deposit, pet fee and pet deposit (when applicable) within 48 hours. The maximum amount of time the start date of a lease can be deferred is 14 days. If the Prospective Tenant(s) fails to provide the upfront fees and sign a lease within 48 hours of approval, the home will be offered to the next qualified applicant.

### Move-in Requirements

After approval and before occupancy will be granted, Prospective Tenant(s) must supply all the required move-in funds, including the security deposit, first month's rent, and any other additional deposits and fees, all tenant paid utilities must be transferred into Prospective Tenant's name, and a lease must be executed and signed by all parties.

### Qualification Standards

Applicants who do not meet minimum screening standards will not be approved.

*Applicant must have current photo identification and a valid social security number.*

*Applicant's monthly household income must exceed three times the rent. All income must be from a verifiable source. Unverifiable income will not be considered.*

*Applicants must receive positive references from all previous landlords for the previous 5 years.*

*Applicant may not have any evictions or unpaid judgments from previous landlords.*

*Applicant must exhibit a responsible financial life. Credit score must be a minimum of 600.*

*A background and credit check will be conducted on all applicants over 18. Applicant's background must exhibit a pattern of responsibility.*

*Applicant must be a non-smoker.*

*Occupancy is limited to 2 people per bedroom. Parking is limited to 2 vehicles per unit.*

At landlord's discretion, compensating factors such as an additional security deposit or co-signer (guarantor) may be required for qualification if Applicant fails to meet any one of the above requirements. In the event of multiple applicants, tenancy will be granted to the most qualified, based on the above criteria.

