

APPLICATION PROCESS

We offer an application form to everyone.

We review completed applications in the order in which we receive them.

We may require up to seven (7) business days to verify information on an application.

STEP ONE: REVIEW

Application(s) are received by our team and reviewed to ensure all information and attachments provided match our screening guidelines. Applicant(s) will receive confirmation via email that their application has been received by Owner/Agent.

If all documentation is received, Owner/Agent will inform the Applicant(s) of their position in line and begin step two.

If there is missing data/documentation after the initial review the Owner/Agent will request the missing data. If Owner/Agent does not receive the requested items in order to be deemed a complete application after three (3) attempts or seven (7) business days, the application will be cancelled, and application fee refunded to the current residential address listed via first class mail.

Applications will not be considered in line on a unit until it is deemed complete by Owner/Agent.

STEP TWO: REFERENCES

Our staff will call or email all provided landlords, employers, and other references for verification. We recommend in order to speed up this step in the process to also reach out to your landlord and employer to let them know we will be contacting them. If we do not hear back from your references, we will contact you accordingly.

Application screening information (verification of tenancy, employment verification, verifying of ESA/Service Animal Paperwork, etc.) needs to be obtained and verified within forty-eight (48) hours from the time the screening process begins; if your application information cannot be verified within this timeframe, your position in line may be superseded, result in conditional approval of your application, or the application may be denied.

STEP THREE: SCREENING

We will screen your credit and criminal background to see if they meet our screening guidelines. Owner/Agent will reach out via email or text to request permission to screen. Once an application has been submitted for screening the application fee is no longer refundable.

STEP FOUR: DETERMINATION

After the screening report is reviewed, Applicant(s) will receive an email from the Owner/Agent with the determination of their application.

Based on how accurately the Applicant(s) met the screening criteria, they may be approved, approved with conditions (adverse action), or denied.

STEP FIVE (A): APPROVAL

Your application is approved and you may place a Deposit to Hold on a unit. Applicant(s) will have twenty-four (24) hours from the time of notification to confirm acceptance of the unit.

Applicant(s) will have forty-eight (48) hours from the time of notification to either execute a Rental Agreement and pay all deposits required **OR** execute a Deposit to Hold Agreement and pay a hold deposit of \$500.00. If Applicant(s) fail to timely take the steps required above, they will be deemed to have refused the unit, and the next application for the unit will be processed.

STEP FIVE (B): ADVERSE ACTION

If Applicant(s) do not fully meet our screening criteria, we may request an adverse action (also known as conditional approval); meaning an increased security deposit, a co-signer, or a combination of both. Exceptions may be made for Applicant(s) for increased deposits and/or co-signers at the sole discretion of the Owner/Agent.

If a co-signer is required, a completed co-signer application; including the screening fee, valid photo ID, verification of income, and all additional documents must be completely submitted in order to be considered. If the co-signer application is required after an adverse action has been determined, the Applicant(s) will have forty-eight (48) hours to have their co-signer complete an application to keep their position in line on the unit.

STEP FIVE (C): DENIAL

Owner/Agent will notify each Applicant(s) in writing of the determination within two weeks of completing the evaluation. If the application is denied, Applicant(s) will receive an explanation of the reasons and a further explanation of why any supplemental evidence provided did not adequately compensate for the factors leading to the denial.

If an applicant is denied, there is a waiting period of six (6) months until the applicant(s) can re-apply with Owner/Agent for a rental unit.

STEP SIX: DEPOSIT TO HOLD

Approved Applicant(s) may execute a Deposit to Hold Agreement and place a deposit on the unit that takes it off the rental market, securing it as theirs. The deposit to hold for a unit is \$500.00 and it applies to the security deposit on move-in. The agreement holds the unit up to fourteen (14) days from the approximate availability date and is non-refundable should the applicant decide to back out of the unit.

All Applicant(s) must sign and return the Deposit to Hold Agreement. Failure to sign the Deposit to Hold agreement and submit payment within forty-eight (48) hours may result in your position in line being forfeited. Applicant(s) have the option to complete this form through digital or in-person means with our office. The Deposit to Hold Agreement must be signed before or at the time we receive monetary payment. If signing digitally, Applicant(s) have twenty-four (24) hours to pay the hold payment, or the agreement is void.

Rent begins the day after the Owner/Agent receives the Deposit to Hold, the day the unit is move-in ready, or a pre-arranged move-in date listed on the Deposit to Hold Agreement whichever comes last. Rent accrues from the date the property is ready or the date of approval, whichever comes last, regardless of when Applicant/Tenant moves into the dwelling unit.

RE-SCREENING POLICY

Applications are valid for ninety (90) days from the date of screening submission for any properties owned or managed by Owner/Agent.

Should your application status significantly change during that time period (i.e.: new job, increased credit score, etc.), Owner/Agent may require the Applicant(s) to be re-screened and/or submit new a new application and/or new documentation to verify income, employment, etc.

If the Applicant(s) is determined to need to be re-screened, a new application fee of \$50.00 must be submitted to the Owner/Agent.

FALSIFICATION OR MISREPRESENTATION OF ANY PART OF THE APPLICATION WILL BE GROUNDS FOR DENIAL.

Applicants may submit a written explanation if there are extenuating circumstances which require additional consultation.