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# PROPERTY MANAGEMENT APPLICATION PROCESS OVERVIEW

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APPLICANT NAME: \_\_\_\_\_

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## APPLICATION PACKAGE (ADULTS 18 AND OLDER MUST SUPPLY INDIVIDUAL APPLICATION/FEE)

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- Complete Tenant Application
- Consent to Credit, Background and Reference Check
- Employment History Verification
- Bank Account Verification
- Residential History Verification
- Credit Bureau Report (Supplied by National Tenant Network)
- Criminal Background Report (Supplied by National Tenant Network)
- Eviction Report (Supplied by National Tenant Network)
- Application Fee of \$35 per adult.

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## REVIEW OF APPLICATION PACKAGE

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- Applicants must be 21 years or older. (A co-signer will be considered for applicants age 18-21)
- Credit Bureau Report DOES NOT include any negative rental or utility accounts.
- Credit Bureau Report MEETS standards of evaluation (Credit Score: 600).
- Applicants' Verifiable Income MUST Be 3x the rental amount. (Must be verified through employer.)
- Applicants MUST HAVE consistent employment history for at least one year.
- Applicants' Eviction Report MUST BE clear of negative rental or eviction history.
- Applicants' Criminal Background Check MUST BE clean of criminal history.