

RENTING POLICIES & PROCEDURES

Once you have decided you would like to rent with us you must fill out our resident application form. Once you have submitted your application and you are selected to proceed we will contact you for copies of State or Federal ID's for every person over the age of 18 that will be residing in the unit and we will collect an **application fee per person over 18**, which covers the handling of your application and the cost of your credit report. These fees are **NON-REFUNDABLE**. In order for your application to be considered, you must meet the following requirements.

1. **Sufficient Income:** Three times the rental amount per month. Income may be combined by multiple applicants. (permanent employment with at least 4 months at the same job is preferred).
2. **Verifiable Good Credit:** Credit references listed will be contacted, so please provide telephone numbers. Credit reports will be checked with a national credit bureau.
3. **Good Previous Rental History:** We will verify rental history with your previous landlord. You must provide names and phone number of prior landlords.
4. **Complete Application:** this application must be complete in its entirety. Failure to complete the entire application may result in a denial of the application.
5. **Criminal Background Check:** Felonies or violent crimes may result in denial of the application.

We try to process applications within 72 hours. Applications will not be pre-screened. Incomplete or falsified applications will be rejected. All applications become the property of Muddy Springs LLC.

We cannot guarantee any unit you have seen to be available by the time your application is processed. We cannot be held responsible for any unit that is returned after you have seen it and turned in your application. All rentals are on a first approved basis.

If your application is approved you will be required to sign a one year lease and pay a deposit fee equal to your monthly rent, and your first month's rent.

Once you sign a lease with Muddy Springs, LLC you must report to us, within 48 hours any change to your contact information, or place of employment .