

Rental Criteria

The following procedures were created to ensure all applicants are treated equally. Realty Pro Property Managers strictly adheres to all Federal and State fair housing laws. If you feel you meet the guidelines for qualifying, we encourage you to apply. Every person 18 years of age or older **MUST** complete a separate rental application. Fully completed application packages are processed in the order they were received. The first applicant to meet the rental criteria will be approved. **Only fully completed application packages will be processed. An incomplete application package will not be processed.** A fully completed application package will include:

- Fully completed application (all requested information must be provided)
- Proof of income (example list below under the heading "Financial Standard")
- Pay \$35 Application Fee per application (pay via our website www.realtyprosouthwest.com) under the property in which you want to apply and click "Apply"
- Copy of your Identification

Below are the rental criteria we use to screen applicants:

Financial Standards – Applicants must make a combined minimum of 3 times the monthly rent in gross income as a household, to be considered. Applicants must provide verification of legal income sufficient to meet the rent to income ratio. Examples of verification include, but are not limited to, last two paycheck stubs, payroll print out from employer, previous year's personal tax return, last two personal bank statements, proof of government income (such as Social Security, disability, welfare, et cetera), proof of retirement income, liquid assets (e.g. savings/bank account, stocks), proof of spousal and/or child support, or any other, verifiable income.

Credit Check – We must run our own credit check and cannot use outside reports.

Move In Timeframe – Applicants move in date must be within 2 weeks from the date the property is available. Please check the available date listed on the advertisement. If there are multiple applicants on a property, your move in date must within the 2 weeks from the available date, in order to qualify to be processed first. If you require a move in date outside of 2 weeks from the available date, it must be approved in writing by management. If you have not seen the property, you must notify management at time of application.

Application Screening – We use qualified scoring system to qualify the applicant for the property. Please see the matrix on page 2.

Criminal Background – Any conviction in the last 7 years, where the offense was for trafficking of narcotics or a charge that could make you a threat to persons or property may be grounds for denial.

Pets – Pets are subject to owner approval. Your applications may be subordinated to other applications received, if other applicants do not have pets. Please attach a photo of your pet for our file. Not all properties accept pets, so please check the advertisement if pets are allowed. An additional deposit and/or pet fee will be required. Any negative references from previous landlords regarding pets will be grounds for disqualification. The pet must have never hurt someone. By applying for a property, you certify that your pet has never hurt another person and is not a threat to others. Service animals are considered pets. We cannot rent to the following breeds (or any mix of the following):

Doberman
Pit Bull and similar Terrier Breeds
Rottweiler
Chow
Akita
German Shepard

Mastiff
American Bulldog
Bandog
Wolf Hybrids
Fila Brasileiro

Boerboel
Presa Canario
Dogo Argentino
Tosa Inu
Husky

Smoking – Smoking is not allowed inside any properties.

TENANT SCORE SHEET

Applicant Name: _____

Date: _____

INCOME

_____ Individual

Individual's monthly income is > 3x the monthly rent --- (5)

Individual's monthly income is = 3x the monthly rent --- (4)

Individual's monthly income is < 3x the monthly rent --- (0)

For two or more applicants:

Individual monthly income is = 2x monthly rent --- (1.5 each), up to a maximum score of --- (4)

REFERENCES

_____ Rent payment

Applicant has always paid rent on time --- (5)

Applicant has paid rent 10 days late at most, 1-2 times/year --- (4)

Applicant has paid rent 10 days late at most, 3+ times/year --- (3)

Applicant has paid rent more than 10 days late --- (1)

Applicant has never rented --- (0)

Applicant has been evicted --- **APPLICATION AUTOMATICALLY REJECTED**

_____ Landlord Recommendations

Past and current landlords both gave good reference, no complaints, would re-rent to applicant --- (5)

Past and current landlords both gave mediocre reference, small complaints, might re-rent to applicant --- (3)

Cannot get reference from either landlord, but found no eviction history --- (2)

Past and/or current landlord gave poor reference, will not re-rent to applicant --- (-5)

Applicant has never rented --- (0)

_____ Employment information

Information given by the employer and applicant match --- (0)

Information given by the employer and applicant don't match --- (-3)

CREDIT REPORT

_____ Credit Score

FICO score is > 680 ("Excellent") --- (5)

FICO score is > 620 ("Good") --- (4)

FICO score is > 580 ("Average") --- (3)

FICO score is < 580 ("Low") --- (0)

_____ Bankruptcy (in the past 3 years)

Applicant has declared bankruptcy for medical bills due to accident or illness --- (-3)

Applicant has declared bankruptcy for other reasons --- (-5)

PET(S)

Applicant has only one pet --- (-1)

Applicant has more than one pet --- (-2)

TOTAL SCORE: _____ / 20