

## **Rental Criteria**

The following procedures were created to ensure all applicants are treated equally. Property Pro LLC dba Realty Pro Property Management 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 (See examples listed below under the heading “Financial Standards”)
- Pay the \$35.00 Application Fee per application (pay via our website ([www.GoRealtyPro.com](http://www.GoRealtyPro.com)))
- A 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. For applications with multiple applicants, income for each applicant must be at least 2x monthly rent. To be considered as income, 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, proof of government income (such as Social Security, disability, welfare, et cetera), proof of retirement income, 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 1 week 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 be within the 1 week from the available date in order to qualify to be processed first. If you require a move in date outside of 1 week from the available date, it must be approved in writing by management. You must notify management at time of application if you have not seen the property, or require a move in date past the 1 week limit.

**Application Screening** – We use a scoring system to qualify the applicant for the property. Credit score, background check, income, number of pets, and rental references are all combined in the decision to approve or deny an application. A credit score of less than 620 may result in your application being denied. An application will be automatically rejected if an applicant has been evicted.

**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 to see if pets are allowed. An additional pet fee will be required. Any negative references from previous landlords regarding pets will be grounds for disqualification. By applying for a property, you certify that your pet has never hurt another person or pet and is not a threat to others. Service animals with proper documentation are not considered pets and will not incur a pet fee. We do not accept the following breeds (or any mix of the following):

**Doberman, Mastiff, Boerboel, Pit Bull and similar Terrier Breeds, American Bulldog, Presa Canario, Rottweiler, Bandog, Dogo Argentino, Chow, Wolf Hybrids, Tosa Inu, Akita, Fila Brasileiro, Husky, St. Bernard**

**Smoking** – Smoking is not allowed inside any properties including garages.