

APPLICATION PROCESS

REQUIRED DOCUMENTS

- Copy of Government Issued Photo ID
- Proof of Gross Monthly Income
- Proof of at least a 6-month Employment History or 6-month Rental History
- A statement from Veterinarian authorizing current vaccinations and proper care of pets, if applicable
- Please attach documents to online application or send documents to info@bgskypropertymanagement.com

APPLY ONLINE

Please visit our 'Vacancy' tab to apply for the unit of your choice. In order to process your application, you must pay a *\$45 application fee by check or money order* to the office. Application fees may be dropped off during office hours, to our drop box after office hours, or mailed to 1711 Destiny Lane, Suite 122, Bowling Green KY 42104

Each applicant over the age of 18 must fill out an application. The applicants who will be financially responsible for the lease must pay the \$45 application fee and provide income verification. Cosigners must also complete the application process and pay the application fee.

After your online application is submitted, we will contact you with the results.

The results of your screening report and income verification determine the amount you must place toward a Security Deposit for the unit.

You will be eligible to place a security deposit after you have paid the application fee *and* submitted all required documentation (proof of income + Photo ID).

After an application is completed, it may be applied to any of our vacant units for up to 30 days.

Our units are leased on a first-come, first serve basis.

APPLICATION RESULTS POLICY

Each application is screened based upon rental, credit, and criminal history as well as proper income verification:

2.4 SCREENING CRITERIA AND APPLICATION REQUIREMENTS

- A fully completed application is required for every adult over the age of 18 that will be occupying the premises. An application will be processed for each tenant listed as financially responsible and screening will not take place unless a \$45 non-refundable screening fee accompanies the application. No application fee shall be waived unless approved by Owner.
- A copy of a government-issued Photo ID is required and must be submitted with application
- Verifiable, taxable monthly income of at least 2.5 times the monthly rent is required. Applicants must submit a copy of the most recent paystub to verify gross monthly income or if self-employed the previous three years' tax return. If an applicant receives Social Security Income or a GI Bill, it will be accepted as a verifiable form of income.
- Six months employment history is required and may be documented through six months' paystubs OR a letter of verification from the employer. If a potential tenant does not have verifiable employment history, six months' positive rental history or verification of mortgage from the mortgage company will be accepted in lieu.

2.5 REASONS FOR INCREASED SECURITY DEPOSITS OR COSIGNER

- Verifiable, taxable monthly income \$100 or more below required 2.5 times stated rent
- Lack of consistent six-month employment history
- Negative or adverse debt exceeding \$500 on credit report (Excluding medical expenses)
- Bankruptcies discharged within the past 5 years
- Rental history reflecting more than \$500 in damages. Debt must be settled to qualify
- Unverifiable history or lack of credit score (see below)

Verifiable, taxable monthly income of at least 2.5 times the monthly rent is required. Applicants must submit a copy of the most recent paystub or if self-employed the previous year's tax return.

In the event an applicant meets any above stated reason, the required Security Deposit will be equal to the monthly stated rent. If an applicant meets two of the above stated reasons, a cosigner and an increased Security Deposit will be required.

Unverifiable history due to inability to run a background check would require a Security Deposit equal to the monthly stated rent as well as the first and last month's rent to be paid before move-in.

Six months of positive rental history will substitute for lack of employment history.

Lack of credit score due to inactivity or no established credit history would require a Security Deposit equal to the monthly stated rent.

2.6 REASONS FOR DENIAL OF APPLICATION

- Three or more reasons for increased Security Deposit or Cosigner
- Inaccurate, incomplete or falsified information
- Unverifiable source of income or income verification shows more than \$500 below required 2.5 times stated rent
- 10 or more unpaid collections on credit report or a collections balance of more than \$5,000 (excluding medical expenses)
- Open bankruptcies
- Evictions within the past 5 years
- Outstanding property debt or unpaid rent in any amount
- Rental history documenting lease violations or unfavorable rental history with previous landlord
- History of default or unpaid mortgage or tax liens associated with residential property
- Conviction, guilty plea or no contest plea for any of the following:
 - Felony occurring at any time which involved arson, rape, kidnapping, sex crimes, child sex crimes, financial fraud crimes, person crimes, extensive property damage, drug-related offenses (including sale, manufacture, delivery or possession with intent to sale), class A felony burglary, or class A felony robbery.
 - Felony charges; where the date of disposition, release, or parole have occurred within the past 7 years
 - Misdemeanor or gross misdemeanor charges involving assault, intimidation, sex crimes, drug-related crimes, property damage or weapons charges; where the date of disposition, release, or parole have occurred within the past 7 years
 - Class B or C misdemeanor, or any misdemeanor involving criminal trespass I, theft, dishonesty, prostitution or disorderly conduct; where the date of disposition, release or parole have occurred within the past 3 years
 - Pending criminal charges or outstanding warrants

2.7 COSIGNER POLICY

A Cosigner will be required for a lack of rental history, negative credit or failing to meet income requirements.

Cosigners must also fully meet screening criteria and submit a non-refundable \$45 screening fee along with all required documents. If a cosigner meets one or more of the criteria listed in Section 2.5 or 2.6, the application will be denied.