

APPLICATION PROCESS

APPLY ONLINE

Units are leased on a first-come, first-served basis. Visit our 'Vacancy' tab to apply for the unit of your choice. To secure a unit, prospective tenants must submit an online application accompanied by a non-refundable screening fee of \$45. An application, screening fee, and copy of government issued photo ID is required for all financially responsible parties and occupants 18+ years of age.

REQUIRED DOCUMENTS

ALL APPLICANTS 18+ YEARS OF AGE

- **Application:** Each applicant that will be occupying the premises over the age of 18 must fill out an application and pay a \$45 non-refundable application fee. The application fee must be collected again if any information on the application is entered incorrectly resulting in a re-screen. No application fee shall be waived unless approved by Director.
- **Copy of Government Issued Photo ID**

FINANCIALLY RESPONSIBLE TENANTS & CO-SIGNERS

Proof of income and employment is required. Accepted forms for each are as follows:

- **Income Verification** – gross income must equal or exceed 2.5 times monthly charges
 - Pay stub(s) for most recent one (1) month period
 - One (1) year previous tax return in individuals' name. For joint tax returns all parties on the return must be listed on the lease as financially responsible. Should only one party from a joint return wish to be listed, then a corresponding W2 or 1099 will be required.
 - If an applicant receives Social Security income, unemployment benefits, child support, alimony, Native American tribal stipend, or a GI bill then the benefit will be accepted with current documentation verifying gross monthly compensation.
 - If a prospective tenant is moving from out of state or transferring jobs, then an offer letter on company letterhead from employer or electronic letter of verification submitted via company domain for upcoming employment will be required *in addition to* proof of current income.
- **Employment Verification** – employment must equal or exceed six (6) consecutive month from date of application
 - Pay stubs for the current six (6) month period or a letter of verification on company letterhead from employer or electronic letter of verification submitted via company domain. If an applicant has changed employment during the last six (6) months, pay stubs or verification letter from previous and current employers showing *consecutive* employment will be required.
 - Previous three (3) years tax returns. For joint tax returns all parties on the return must be listed on the lease as financially responsible. Should only one party from a joint return wish to be listed, then a corresponding W2 or 1099 will be required.
 - If an applicant has unverifiable, incomplete, or nonconsecutive employment history, then one of the following will be required for processing:
 - Previous two (2) years rental history completed by previous landlord(s) on rental verification form. Must be submitted via email from the previous landlord. Verification will only be accepted should the following be met:
 - Three (3) or less late fees
 - Three (3) or less lease violations
 - Damage cannot exceed \$500 and current balance must be resolved
 - Verification of mortgage
 - Current transcripts showing full-time student status

PET OWNERS

All tenants wishing to bring pets into the community are required to read, understand, and abide by all the rules outlined in our Pet Policy. Pet owners must register pets *before* the pet is brought on premises. Property specific restrictions will apply. Any animal may be deemed unacceptable by Management if considered inappropriate for the rental situation. Required documentation is as follows:

- Dogs, cats, and other mammals – proof of up-to-date rabies vaccination and a vet letter attesting to the temperament and size of the animal
- Fish: no veterinary records are necessary.
- Birds and other animals approved by management: case by case basis determined by the breed of the pet

APPLICATION RESULTS POLICY

Each application is screened based upon rental, credit, and criminal history as well as proper income and employment verification. After your online application has been screened, we will contact you with the results. Approved applicants will be required to pay a minimum \$350 security deposit within 24 hours to secure the desired rental unit. The results of the screening determine the amount of the Security Deposit. If an approved applicant fails to pay the security deposit within 24 hours, then the application will remain on file for 30 days and can be applied to any of our vacancies.

REASONS FOR INCREASED SECURITY DEPOSITS

Should an applicant meet any one (1) of the below stated reasons, the required Security Deposit will be equal to the monthly stated base rent.

- Monthly income \$100-\$500 below the required 2.5 times stated rent
- Less than six (6) months employment history or less than three (3) years tax returns if used for employment verification
- Negative rental history or rental history reflecting more than \$500 in settled damages
- Total past due debt between \$500-\$5,000 excluding medical and student debt
- Total past due debt greater than \$5,000 including medical and student debt
- One (1) discharged or non-suit eviction within the past three (3) years
- Bankruptcies discharged within the past five (5) years
- Lack of credit score or unverifiable credit history due to inactivity
- Unverifiable history due to the inability to run a background check (see below)

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.

Should a tenant pay off any debt in order to qualify, a letter from the company must be provided along with a verification phone call from the Property Coordinator. If the adverse debt paid off is related to previous rental history, a letter from the management company along with a completed Rental Verification History form are required in order to proceed.

In the event an applicant meets two (2) of the above stated reasons, then the Co-Signer policy will apply. Should three (3) or more reasons be met, then the Denial policy will apply.

COSIGNER POLICY

A Cosigner will be required if an applicant meets two of the above stated reasons for an increased Security Deposit. 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 the reasons for increased security deposits or reasons for denial sections, the application will be denied.

Current tenants may not co-sign for a prospective tenant. Additionally, previous tenants must be in good standing with SPM in order to co-sign for a prospective tenant.

LEASE PAY-OUT FOR QUALIFICATION

Should an applicant be denied for failure to meet proof of income or employment requirements, then the applicant may elect to pay their lease in full in order to be approved. All other application requirements must be met and required Security Deposit will be equal to the monthly stated base rent.

All lease pay outs must be approved by Manager and notated on the tenant page. Tenant will be required to pay lease term in the form of certified funds at move-in. Upon renewal satisfactory proof of income and employment must be provided or the lease must be paid in full for the renewal period.

REASONS FOR DENIAL OF APPLICATION

- Refusal to complete screening
- Three or more reasons for increased Security Deposit
- Inaccurate, incomplete or falsified information
- Unverifiable source of income or monthly income verification shows more than \$500 below required 2.5 times stated rent
- Total past due debt, excluding medical and student loans, exceeding \$5,000
- Open bankruptcies
- Evictions within the past three (3) years or more than one (1) discharged/non-suit eviction within the past three (3) years
- Outstanding property debt, unpaid rent, or utility company balance in any amount
- Settled property debt, unpaid rent, or utility company balance on more than one (1) account
- Rental history outside of required criteria
- Default or unpaid mortgage
- Conviction, guilty plea or no contest plea for any of the following:
 - Felony occurring at any time which involved arson, rape, kidnapping, murder, 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