



Application Screening Criteria and Disclosures

We do not pre screen applications. Applicants are required to prescreen themselves with the following criteria and will need to meet the requirements below. We encourage everyone who meets the below criteria to apply.

This may result in multiple applications being processed concurrently, creating a competitive situation amongst applicants. **Application fees are not refundable** even if multiple applications are processed during the open period. You will not be proactively notified about other application submissions, however if you wish to know that information before applying you are welcome to ask our staff. Please be sure you want a property before applying.

If multiple applications are received during the open period, we accept the strongest qualified applicants, which will be evaluated as follows:

- Which applicant(s) has a higher credit score
- Which applicant(s) has a better income-to-debt ration or more “disposable” income
- Which applicant(s) has better landlord references
- Which applicant(s) is available to move in sooner
- Which applicant(s) has pets v no pets and what breed

1. Applications are only accepted online at www.239rent.com
2. All applicants over 18 must submit a signed application. Co-signers are not accepted.
3. Unfavorable information for any individual applicant, that of any family member, guest (welcome or not), your pets, or any animal on the property during tenancy may result in a denial of all applications for that group.
4. A \$50 **non-refundable** application fee will be required for all applicants over 18 years of age. This charge covers our cost to run a credit check, criminal background check, and research application information.
5. If approved, a \$150 move in processing fee will be due prior to receiving the lease.
6. Applicant(s) must provide a copy of a legible Government issued photo identification card
 - a. Examples include: Driver’s License, Passport, and State issued ID cards
7. Applicant(s) may need to be approved by a condo/homeowners association and may have to pay additional application fees or additional security or damage deposits.
8. Applicant(s) must have a combined gross household income of at least 2.5 times the monthly rent.
 - a. Employed applicants must provide their last 3 most recent pay stubs
 - b. Self employed applicants must provide 2 years of tax returns or 1099s, a business license, as well as 3 months bank statements
 - c. Non employed individuals must provide an income balance equal to 8 months of rental payments
9. A minimum credit score of 550 is required for an individual applicant and/or the household average credit score. If said credit score, or average score is between 550 and 600, a double security deposit is required

- a. If no credit score is produced, all other criteria must be met, plus a double security deposit is required
10. We require a holding deposit to remove a property from the market. A property will not be held for applicants who verbally state that they “will” be delivering the holding deposit. We must have the holding deposit in hand to remove the property from the market.
 - a. In the event the application is approved, this deposit shall be applied to the required security deposit.
 - b. If the application is approved and applicant fails to enter into a lease, the applicant shall forfeit this deposit.
11. Applicants will be required to pay a security deposit at the time of lease execution in a minimum amount of one month's rent. We reserve the right to require a higher security deposit and or additional prepaid rent.
12. Pets of any kind are only permitted with specific written permission of landlord as specified in the pet addendum to the lease. Pet owners should be aware there is a pet screening process and fee of \$20 for the first pet, \$15 for each additional pet, and \$0 for assistance animal accommodation requests. If approved there is a required \$250 refundable pet deposit per pet as well as an additional pet rent of \$25 monthly per pet.
13. If you have a Service animal(s), there is a pet screening process, but no processing fee, additional pet rent or security deposits will be charged for the privilege of allowing a qualified service animal in the property.
14. A minimum of two years residential history is required.
 - a. If you owned rather than rented, you must furnish a mortgage payment history for the last 2 years.
 - b. If you rented, you must furnish 3 years of previous rental history, and the landlords report must reflect:
 - i. timely payment
 - ii. sufficient notice of intent to vacate
 - iii. no complaints regarding noise or disturbances
 - iv. no unpaid NSF checks
 - v. no damage to unit or failure to leave the property clean
15. No more than 2 occupants per bedroom plus one may occupy a unit:
 - a. 1 bedroom = max occupancy of 3 people
 - b. 2 bedroom = max occupancy of 5 people
 - c. 3 bedroom = max occupancy of 7 people
16. Civil Court Records must not contain slow pays, judgments, eviction filing, collections, liens or bankruptcy within the past 7 years.
17. Criminal records must contain no convictions for felonies for crimes within the past 7 years involving violence against persons, damage or destruction of property, manufacture or distribution of controlled substances and no sexual offenses ever.
18. Any exceptions to our company's criteria will need to be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is then given for such exceptions, additional security and/or additional advance rent payments may be required.
19. Our company policy is to report all non compliances with:
 - a. terms of your rental agreement
 - b. failure to pay rent
 - c. any amounts owed to the credit bureau and/or a collection agency and if the amount is disputed, it shall be reported as disputed in accordance with law

What will lead to an automatic decline?

1. A credit score for an individual applicant or a household average credit score below 550
2. Household income below 2.5 times the monthly rent
3. Eviction within the last 7 years
4. Any felony or sexual related offenses for any time-period
5. Any criminal charge of a violent act
6. Negative rental reference including a recent 3 day notice to vacate
7. Bankruptcies within the prior 7 years
8. All applicants are below 21 years of age
9. Any application(s) with a cosigner.
10. Any applicant is currently using illegal drugs
11. Any omission of or falsifying information on the rental application