

# Rental Criteria and Procedures

A rental application must be signed and processed on all prospective occupants 18 years of age and older. A non-refundable application fee must be paid for each applicant leasing for 31 days or more. All prospective occupants will be qualified on the following four criteria 1) Income/ Employment 2) Credit history 3) Rental History 4) Criminal history.

- All applicants must be 18 years of age or older
- All applicants 18 years of age or older must completely fill out and sign a rental application and meet our qualifying criteria
- Each occupant, 18 years of age or older, agree to be a \$ 45 non-refundable application fee
- All applicants must provide a picture ID (Government issued ID like a driver's license or passport)

**Income/ Employment:** Gross monthly income must be three (3) times the amount of the monthly rent. Occupants' income may be combined to meet the requirement. If employment income does not meet the criteria, documentation of other supplemental income must be provided (i.e. social security, trust fund income, educational grants etc.)

- Applicants must have current, consistent and verifiable employment of at least 6 months.
- Applicant to provide a paystub of less than one month old. They may also provide a hire letter or the most recent year's w-2.
- Self-employed applicants must provide the following: Previous year tax return, current year's profit and loss and previous two months bank statements.
- Retired applicants or applicants with various other income sources must provide the following: 3 months bank statements indicating the monthly deposit or provide the documentation indicating monthly income (i.e. government letter of social security, disability income, retirement, child support, alimony etc.).

**Residency:** Rental history will be verified for each applicant.

- Must have a minimum of 2 years (or two past landlords) verifiable rental/ residence history and
- No more than two (2) late payments in a 12-month period
- No more than one (1) bounced check to the landlord in a 12- month period.
- No non-compliance issues that resulted in a non-renewal or eviction
- No damage to unit at time of termination. No complaints of noise or disturbance
- Relatives are not acceptable rental references.
- Must have given a proper notice to your prior landlord that you were vacating

**Credit Check:** A credit report will be processed on each applicant.

- You must have a credit score above 550. Below 600 could require a higher deposit
- You must have no late payments in the last 6 months (this is for auto loans, credit cards, utilities, cell phones, bank loans).
- If you have no credit history this will be counted as good credit.
- Bankruptcy less than 6 months old or that has not been discharged is not acceptable.



- We do not accept co-signors for applicants with bad credit. Co-signors are only allowed for those with NO credit.

**Criminal History:** Not only must Applicant must have acceptable credit history, additionally, all Applicants must meet our Criminal History Criteria. Applicants that are registered sex offenders will be denied. Applicants must have no felony convictions less than 10 years old that involve violent crimes against persons or property, including but not limited to murder, arson, kidnapping, assault, bomb related offenses, robbery or burglary, terrorism OR that involve the manufacturing or distribution of drugs in any manner. All other felony convictions must be more than 5 years old. Conviction of any drug related offenses involving possession only, or alcohol related offenses where no one was permanently injured or killed, must be at least 2 years old. Successful completion of any felony sentence at least 2 years ago and no new criminal activity for at least 2 years before this application is also required. No Applicant with any outstanding warrants or crime that is awaiting trial will be accepted.

If the Applicant would like management to review additional information regarding the felony conviction or the current arrest or warrant as part of their rental application, the Applicant is permitted to submit that information to management along with their application and Management will review that information on a case by case basis.

### Applicants will be denied for the following reasons:

- Prior or pending eviction
- Money owed to a previous landlord
- Pending Bankruptcy
- Falsifying information on the application
- Failure to provide accurate information on your identity and current address
- Mis-representing a pet as an assistive service animal.

**Pets:** No pets are allowed without prior written authorization from the landlord. Assistive animals (service animals) are not considered pets. Assistive animals require a certificate of medical necessity and must be verified and approved by maclay real estate prior to acceptance. The following breeds of dogs are not allowed: Pit Bulls (AKA Staffordshire terriers) Rottweilers, Dobermans, Bull Terriers, Wolf hybrids, chows, Presa Canarios.

- Large breed dogs are classified as over 30 lbs. small breeds are 30 lbs. and under
- Large breeds must be over 5 years of age, small breeds over 2 years of age
- Cats must be fixed and declawed or fixed and outdoor only, no male cats
- If you sneak a pet in the property without landlord approval there is a fine of up to \$ 1000 and/ or eviction.

**Occupancy standards:** Maximum of two (2) persons per bedroom

**Smoking:** All units are non-smoking – this includes marijuana

**How to reserve the house:** After being approved a reservation deposit will be due payable by cashier's check or money order payable to "MacLay real estate" no later than 72 hours from notice of acceptance. Reservation deposit is non-refundable if applicant decides not to lease the property, but shall be applied to funds due before move-in.

Please note: some cities and HOA's have further requirements that we adhere to.