



## RENTAL APPLICATION REQUIREMENTS AND CRITERIA

Thank you for your interest with AccuTrust Real Estate & Property Management. We take pride in our rental units. This notice explains the how to apply; tenant screening and selection process, occupancy policy, acceptance policy, and why an application may be denied.

A **\$35.00 non-refundable application fee** is charged for processing each application. Married persons having filed at least one joint federal tax return may complete a single application for joint tenancy. Any other non-dependent person must complete an additional application and pay a processing fee, such as roommates. Picture ID must be provided along with the application for each adult in the household.

ALONG WITH A COMPLETED APPLICATION, you will need the following:

- ❖ One months most recent paycheck stubs
- ❖ Verifiable and favorable rental history
- ❖ A satisfactory credit history

IN ORDER TO QUALIFY, you should NOT have:

- ❖ A prior eviction
- ❖ A landlord that will not re-rent to you
- ❖ A public record for a Housing Related Debt (whether paid or not)
- ❖ A felony conviction within the last 10 yrs or a Misdemeanor within the last 3 yrs
- ❖ An active Bankruptcy (one that is not yet discharged)

*If you have a pet, please make sure you have chosen a unit that will allow a pet, and that your pet is of a qualified breed and size.*

- Step 1: Turn in application(s), paycheck stubs and pay the application fee(s). Full approval and processing should take no more than 72 hours. Make sure all your information is accurate and in order to expedite prompt processing.
- Step 2: When you application is approved, pay security deposit and any fees with guaranteed funds. (money order/cashier's check/cash) Schedule a lease signing Monday through Friday, 9 am - 5 pm.
- Step 3: Review and sign lease paperwork and pay the first month's rent and any other fees.
- Step 3: Take your signed lease to the utility department to transfer utilities to your responsibility. City of Kelso charges a minimum \$60.00 fee. City of Longview charges a minimum \$100.00 fee. (The fees stated are minimums and are not established by AccuTrust)
- Step 4: Return with your utility receipt to collect your keys. **HAPPY MOVING DAY!!**



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A \$35.00 fee is charged for processing each application. Photo ID must be provided for each adult resident. Incomplete applications or application lacking support detail will not be processed (i.e. applications lacking photo ID, wage verification or without processing fee).

### CREDIT HISTORY:

- ❖ Satisfactory credit is required for approval.
- ❖ A discharged bankruptcy less than 12 months, a judgment, lien or foreclosure less than 24 months or lack of sufficient credit will cause a last month's rent deposit to be added and in addition to the advertised deposit.
- ❖ Paid collections, satisfied judgments and bankruptcies over 12 months and/or foreclosures over 24 months will NOT be cause for an additional deposit.
- ❖ Applicant with housing related debt whether paid or unpaid or an eviction will be denied tenancy.

### INCOME GUIDELINES:

- ❖ NET income is the basis for qualification. Tenants who fail to show at minimum 2 times the rental amount will be disqualified.
- ❖ Joint tenants and roommates who prove prior joint tenancy for a minimum of 9 months may combine income to meet the minimum requirements.
- ❖ Roommates who have NOT lived together for a prior 9 months or who can not PROVE prior joint tenancy must EACH meet the minimum income guidelines.
- ❖ For apartments only: ATPM recognizes that attending school may constitute a particular hardship. Therefore applicants who can provide current documentation regarding school registration, of 15 credit hours or greater, will be considered for tenancy with a co-signer. Please note: A co-signer must be a family member and meet all the rental application requirements and criteria.

### EMPLOYMENT HISTORY & INCOME VERIFICATION:

- ❖ Please provide at least one month's pay stubs as proof of employment and income verification.
- ❖ We will verify all income sources. Any other income listed that you are using to qualify will need copies of supporting paperwork. For example, monthly statements or copies of cancelled checks from retirement income, child or spousal support, disability or Social Security.
- ❖ For self-employed verification: Please submit a letter of verification of monthly estimated income from your accountant or bookkeeper on their company letterhead. We will accept 90 days bank statements in lieu of a letter. We must be able to verify income in order to proceed with qualifying the application.

### RENTAL HISTORY:

- ❖ We will look for rental or mortgage history of 12 months from a non-relative. Your name must have been on the lease or loan documents. In any instance where history is less than 12 months or where a relative is the only reference will immediately cause a last month's rent deposit to be added in addition to the advertised deposit.
- ❖ We will look for positive rental references. Negative current or past references will increase the standard advertised deposit and may vary based on the information obtained. An eviction will disqualify the applicant.



IMMEDIATE DISQUALIFICATIONS:

- ❖ A current or un-discharged bankruptcy action
- ❖ Falsified information, prior eviction, housing related debt or third party rental reference that would not re-rent for documented reasons.
- ❖ Applicant has been convicted or has pleaded guilty to a felony within the last 10 yrs. If the felony is over 10 yrs and not related to a murder, arson or drugs it will be disregarded.
- ❖ Any misdemeanor in the last 3 yrs also counts as a disqualification. A misdemeanor over 3 yrs or driving related is disregarded.

ANIMALS:

If the rental unit accepts animals, the following *may* apply. REMEMBER, not all units allow for animals, so make sure to carefully read the listing before applying for a unit if you have an animal living with you. Some units have more rigorous criteria than indicated below.

- ❖ An additional security deposit, \$50.00/monthly fee or a non-refundable animal fee will be due
- ❖ Apartments, Duplexes & Condos, one animal 20 lbs or less and up to 18" tall
- ❖ Houses, no more than 2 animals 35 lbs or less and up to 24" tall
- ❖ NO unit will allow for dogs of a perceived vicious breed: Pit bull, Doberman, Rottweiler, etc., or any mix or combination thereof.
- ❖ Additional deposits and fees do not apply to fish tanks or aquarium animals living in tanks less than 10 gallons capacity.
- ❖ A request for reasonable accommodation must be signed by a primary medical provider. Certification of assistance animal status must accompany the request. An assistance animal agreement will be required at the signing of the lease agreement.

OCCUPANCY POLICY:

AccuTrust Real Estate & Property Management bases occupancy limits on the number of bedrooms in a unit. A bedroom is defined as a room within the residence that is used primarily for sleeping, with a window, a closet space for clothing, and a smoke alarm located close by.

MAXIMUM ALLOWABLE OCCUPANTS

Studio unit	2
1 Bedroom Unit	2
2 Bedroom Unit	4
3 Bedroom Unit	6
4 Bedroom unit or more	8

CURRENT TENANTS:

If your account is in good standing with AccuTrust Real Estate & Property Management and you are considering transferring to another ATPM property, ask about our Transfer Policy.

**If you have questions, please ask – we are here to help you qualify!**

