

REALPRO Property Management LLC

RENTAL / LEASE POLICIES

THE FOLLOWING POLICIES ARE ESTABLISHED TO ENSURE THAT ALL PROSPECTIVE APPLICANTS FOR A PROPERTY PROCESSED BY REALPRO PROPERTY MANAGEMENT WILL BE TREATED EQUALLY

Please read the following policies. If you feel you might meet the guidelines for qualifying, we encourage you to submit an application. **An incomplete application will not be considered.**

APPLICANTS

Each person 18 years of age or older must complete and sign an application and only the applicants may reside in the property.

If a co-signer is necessary, the co-signer must also complete and sign an application. The acceptance of a co-signer is not normal policy and is subject to individual approval or denial by RealPro Property Management.

To be processed and considered, a non-refundable processing fee must accompany applications.

The application will not be considered with missing or false information.

PROCESSING FEES

\$45.00 Non-refundable Processing Charge for **Each** Applicant.

ONLY CASH OR MONEY ORDER WILL BE ACCEPTED

CREDIT CRITERIA / CRIMINAL BACKGROUND

RealPro Property Management will obtain a credit report and Criminal Background check for each applicant and co-signer 18 years of age or older. Reports supplied by applicants will not be accepted.

Discharged bankruptcies are acceptable.

INCOME CRITERIA

Applicant's gross monthly income must be three times the amount of the monthly rent.

Income will be verified from copies of the prior month's pay stubs provided with the application or by a phone conversation with the applicant's supervisor.

Self-Employed applicants must provide the most recent tax returns and 3 months bank statements.

Unverifiable income will NOT be considered.

IDENTIFICATION

Government Issued Photo ID must be provided at the time lease/rental agreement is signed.

CONDITION OF MOVE-IN

Hours for lease signing are Monday through Friday, between 9:00 A.m. and 4:00 P.M., and Saturdays by appointment only.

All utility and garbage accounts, where applicable, must be transferred into the residents' name as of the date of possession.

Security Deposits and first month's rent are to be paid in cashier's check or money order before keys are provided. (Daily rate will be charged if keys are delivered prior to date on lease/rental agreement).

Note: *Some properties do not allow pets.*

REALPRO Property Management LLC

Your application will not be processed without the correct funds and all documentation attached!

If you feel you are qualified for the property after reading the attached Rental/Lease Policies, please follow these instructions:

- 1.** Your application will not be processed without the correct funds and all current documentation attached.
- 2.** Fill out the application completely and legibly. Each person 18 years of or older that will be residing in the property. This Fee is non-refundable.
- 3.** Reliable and legal documentation and telephone numbers are required to verify income.
- 4.** If employed, you will need to submit a copy of your last year's W-2 Two (2) of your most recent pay stubs.
- 5.** If self-employed, applicants must provide the most recent tax returns and 3 months bank statements.
- 6.** A copy of a photo ID, i.e.: Driver's License, Military ID, etc., **MUST BE SUBMITTED.**

Applications will be contacted within 3 business days as to the status of their application.

Applications will not be denied because of race, color, religion, national origin, sex, familial status or handicap.

If you have any questions, please feel free to call us at (503) 515-3170.

THANK YOU FOR YOUR APPLICATION

