
APPLICATION PROCESS and CRITERIA

We are working with neighbors and other landlords in the area to maintain the quality of the neighborhood. We want to assure that people do not use rental units for illegal activity. To that end, we have a thorough screening process. ***There is a non-refundable processing fee of \$25.00 to do a complete application screening.*** We will accept the first qualified applicant. If we do not process your application due to accepting an earlier applicant, your fee will be refunded.

If you meet the application criteria, you will have the peace of mind in knowing that other renters are/have been screened with equal care, and the risk of illegal activity occurring in the area is reduced. Please review our list of criteria. If you feel you meet our criteria, you are invited to apply.

APPLICANT SCREENING CRITERIA

1. A completed application is required for each person. If the application is not complete (or the omission explained satisfactorily) we will return it to you.
2. You must have rental history verifiable from unbiased sources. Your rental history must include at least two previous landlords not related by blood.
3. It is your responsibility to provide us with the information necessary to allow us to contact your past landlords. We reserve the right to deny your application, if after making a good faith effort, we are unable to verify your rental history.
4. If you owned rather than rented your previous home, you will need to furnish proof of ownership.
5. **If the combination of your monthly personal debt, utility costs, and rent payments exceeds 50% of your monthly income, before taxes, your application will be denied.**
6. Income must be verifiable through pay stubs, employer contact, or tax records.

YOUR APPLICATION WILL BE DENIED IF:

- Any information is misrepresented on the application.
- In the last seven years you have ever been convicted of the manufacture or distribution of a controlled substance.
- In the last seven years you have a conviction for any type of crime that would be considered a threat to real property or to other residents' peaceful enjoyment of the premises, including the manufacture or distribution of controlled substance(s).
- Your credit report shows any account(s) that are not current. Occasional credit records showing payments within 30 to 59 days past due, will be acceptable, provided you can justify the circumstances. ***Records showing payments past 60 days are not acceptable.***
- In the past seven years you have had unpaid collections, and FED (court ordered eviction), bankruptcy or any judgment against you for final delinquency.
- Previous landlords report significant complaint levels of noncompliance activity including but not limited to:
 - Reports of gambling, prostitution, drug dealing or drug manufacture.
 - Damage to the property beyond normal wear.
 - Reports of violence or threats to landlords or neighbors.
 - Allowing persons not on the lease to reside on the premises.
 - Failure to give proper notice when vacating the property.
- Previous landlords would decline to rent to you again for any other reason pertaining to the behavior of yourself, your pets or others allowed on the property during your tenancy.

Two pieces of ID must be shown. A photo ID (a driver's license is acceptable), a social security card or a non-resident alien card. Present these with completed application, employment verification (pay stubs, tax records or other income verification) when you turn in the application at the address below. ***Office hours are: 9:00 am to 12:00 pm and 1:00 pm to 4:00 pm Monday – Friday. We are not open on the weekends or major holidays.***

We require up to 3 business days to process an application. If you are accepted, you will be required to sign a rental agreement in which you will agree to abide by the rules set forth in that agreement. We look seriously upon each provision and the agreement has been written specifically to ensure that those who are contemplating illegal activity will find little tolerance of such behavior.

RENTAL APPLICATION

ONE APPLICATION PER PERSON OVER 18 YEARS OF AGE – **Sorry, no pets allowed**

Date _____ Address _____ Move in date _____

Full name _____

Soc. Security # _____ Date of Birth _____ Drivers license # _____

Current phone # _____ Email Address: _____

RENTAL HISTORY - Rental history must be provided for the past three years. Use an additional sheet of paper if necessary.

Current address _____

Monthly Rent\$ _____ Dates rented: from _____ to _____

Landlord Name _____ Phone: _____

Landlord Address _____

Are you currently in a lease? _____ If yes, when does it expire? _____

Have you given proper notice? _____ Have you paid rent on time? _____

Have you ever received a 72 hour notice of non-payment? _____ Have you ever been evicted? _____

Previous address _____

Monthly Rent \$ _____ Dates rented: from _____ to _____

Landlord Name _____ Phone _____

Landlord Address _____

Previous address _____

Monthly Rent \$ _____ Dates rented: from _____ to _____

Landlord Name _____ Phone _____

Landlord Address _____

CREDIT HISTORY – Please provide explanations on a separate page.

Are any of the following on your Credit Report? Collection Account(s) _____ Bankruptcy(s) _____

Judgment(s) _____ Lien(s) _____ If you answered Yes to any of the forgoing, then please explain.

JOB HISTORY - If your monthly personal debt, exceeds 50% of your monthly income, before taxes, your application will be denied.

Employer's Name _____

Supervisor Name & Phone #: _____

How long with company? _____ Your position _____

Take home pay per month \$ _____ Other income \$ _____ Source: _____

Names and Ages of Other Persons to Occupy Unit: _____

1st Vehicle _____ **2nd Vehicle** _____

Yr. Make State Yr. Make State

Reason for vacating current residence _____

I certify the above information is true & correct & hereby authorize the making of inquiries necessary to evaluate for tenancy. It is acknowledged that information provided that is incomplete, inaccurate, or falsified shall be grounds for denial of the application or subsequent termination of tenancy upon determination. I agree to pay a **\$25.00 non-refundable** fee for the screening of my application and authorize JCL Properties to perform a full background search and investigative report.

SIGNATURE

DATE