

Application Process and Rental Policy

Please read this page fully and use it as your guide before you decide to submit an application. Please note that application fees are non refundable. RMS Team will continue considering other applications and the property will not come off of the market until a reservation fee is received. The applicant is responsible for ensuring that RMS Team receives all required information. Should you have any questions regarding our application process and procedures, please contact our office before turning in your application. Applications are considered complete when all individuals, age 18 and over intending to reside in the property, have submitted an application with all requested documentation and all application fees are paid.

Application Requirements

- All adults (18 and over) are required to submit an application along with a \$50 NON REFUNDABLE application fee per applicant. Incomplete applications or applications without an application fee will not be processed.
- All applicants are required to present photo identification and to submit their 2 most recent pay stubs.
- All applicants are required to provide an SSN on the application. If an applicant does not have an SSN, they must provide proof of legal residency in the United States.

General Rental Criteria for Residency

We will be processing your application based on the following areas of information. Approval time will depend on the response time of your employer and landlord; it is our goal to process applications within 2 business days after receipt of ALL required documentation.

RMS Team abides by all federal, state and local landlord/tenant laws

Rental History:

- No Forcible Entry and Detainer (evictions) unless you have verifiable documentation of landlord irresponsibility. However, an FE&D due to property damage, unpaid rent, drug use, or any criminal activity by the resident will not be accepted under any circumstance.
- Any eviction, filed or granted, within the past 10 years is grounds for automatic disqualification.
- No history of any damage to the residence, or an outstanding balance due to a previous landlord.
- If there is money owed to a property management company, it must be paid in full & a receipt presented. If the money is not paid in full, applicant is automatically denied.
- If you have no prior rental history then you may be asked to provide a qualified co-signer. The cosigner must fill out our application, meet minimum income requirements, have a good credit history, and be willing to sign the lease.
- If applicant owned or owns a home, we will verify mortgage payments on credit report.

Verifiable Gross Income:

- Income is expected to be at least 3 times the monthly rent rate.
- Income of all applicants may be combined to meet this requirement.
- Current employment and income is verified at the time of application. Applicants will be required to submit proof of income by providing 2 most recent paystubs.

- If applicant is recently employed, a current offer letter stating the start date and income amount will be required.
- If applicant is a 1099 employee, the past 2 years tax returns will be required.
- Bank statements will not be an acceptable form of income verification.
- Documentation for other income sources such as social security or disability payments must be provided.

Criminal Background Check:

- Residency may be denied due to criminal history (see Criminal Background Criteria)

Credit History:

- Payment history and amount of debts, liens, judgments and bankruptcies are verified on credit report.
- We receive our credit reports from TransUnion. Should you be declined based on your credit and you feel it is unwarranted, you should request a copy of your credit report to check for errors and re-submit the application once the credit report has been corrected.
- Resubmitted applications will be subject to availability of property originally requested.
- Previous apartment collections may result in an immediate decline of application regardless of credit score.

Cosigners:

- If applicant has poor/no credit or no rental history, they may submit an additional application for a co-signer that will not be residing at the property.
- The cosigner must verify that they make five times the monthly rental amount.
- The co-signer must sign the lease and will be fully responsible for the terms of the lease.

Pets:

- If you have a pet, please refer to the listing to ensure that the Owner accepts pets.
- All pets living in the home must be registered and screened
- No other pets including offspring will be allowed.
- Certain aggressive breeds of dogs are not allowed in any of our rental properties.
- Once you have registered your pet(s), RMS Team will notify you of the amount of pet deposit required. The minimum pet deposit is \$300 per pet and is refundable per the terms of the lease.
- This amount is subject to increase depending on size, breed, and age of the animal.
- Your application fee will not be refunded if your pet is not accepted at the property or if you wish to not pay the additional pet deposit.

Additional Requests:

- APPLICATION FEES ARE NOT REFUNDABLE FOR ANY REASON. Applicants agree that they are accepting the property in its current "as-is" condition.

Criminal Background Criteria (If Applicable)

Disqualification From Residency

- First or Second Degree Murder
- First through Third Degree Assault

- Sexual Mis-Conduct
- Registered Sex Offender
- Arson
- Harassment and Stalking
- An Attempt to commit one of the above crimes
- A Conviction in another jurisdiction that would be a violation of the above crimes

Including but not limited to the above

Crimes That Disqualify For Residency For 7 Years After the Completion of Their Sentence

- Second Degree Manslaughter
- Criminal Vehicular Homicide or Injury
- Simple or Aggravated battery
- Any Felony Drug or Narcotics Convictions
- False Imprisonment
- Any weapons charge or failure to carry without a permit
- Felony Theft
- Felony Forgery
- Felony DUI
- Felony Burglary
- Terrorist Threats
- Felony Controlled Substance
- An attempt to commit one of the above crimes
- A Conviction in another jurisdiction that would be a violation of the above crimes

Including but not limited to the above

