Notice of Tenant Application Process & Screening Criteria

Rental Property Professionals is dedicated to ensuring equal housing opportunities and adheres strictly to the Federal Fair Housing Act. Our policy prohibits discrimination based on Race, Religion, Sex, Handicap, Familial Status, National Origin, or Age. We also adhere to all applicable state and local fair housing laws. Approval of applicants will be determined by evaluating information gathered from Income Verification, Rental History, Credit History, and Criminal Background Checks. All applicants are assessed using identical standards.

INCOME VERIFICATION: Applicants are required to demonstrate a minimum income level of three times the rent, which must be verified through employers, payroll records, tax records, and/or bank statements. For self-employed individuals, income verification may be assessed on a case-by-case basis using acceptable financial statements and tax records. A satisfactory employment history of at least six months with the current employer is necessary. Transfers and relocations should be supported by official written correspondence or orders. A preferred employment history spans 3-5 years.

RENTAL HISTORY: Verification of Rental History will be conducted through impartial sources. Homeownership will be confirmed using the current credit report. Base housing will be acknowledged as valid rental history. A preference is given to applicants with a minimum of 3-5 years of rental history. Prior to releasing your rental history, you are required to provide written move-out notice to your current landlord.

CREDIT HISTORY: Creditworthiness will be assessed using reports from one or more credit reporting agencies. In the event of credit challenges, your application may be considered for approval by making an additional security deposit.

CRIMINAL BACKGROUND CHECK: We do not lease to individuals with a record of drug use, or to those obligated to register as a sexual offender.

PET CRITERIA: Pet policies differ across properties: some owners do not allow pets, while others may impose restrictions on the type and/or size of pets permitted. Approval for more than two pets per household requires specific owner consent. Aggressive or mixed breed dogs are not permitted, including but not limited to Akita, American Pitbull Terrier, American Staffordshire Terrier, Beauceron, Belgian Malinois, Catahoula Leopard, Caucasian Shepherd Mtn Dog/Ovcharka, Chow Chow, Doberman Pinscher, Great Dane, German Shepherd, Husky, Keeshond, Malamute, Mastiff, Presa Canario, Cane Corso, Pit Bull, Rottweiler, Staffordshire Bull Terrier, and Wolf/Wolf-hybrid of any mix of the mentioned breeds.
A $400 Pet Deposit per pet is required along with a signed Pet Agreement. Strict enforcement of pet policies is maintained, and any violation will result in immediate lease termination. Tenants will face eviction for misrepresenting their dog's breed or possessing poisonous, dangerous, illegal pets, or endangered species. Applicants are required to provide a picture of their pet with their application.

SERVICE ANIMALS: You must disclose if you have a service animal. A shot record must be provided along with a doctor's note and proof of ESA registration.You will be required to provide a picture with your application.

All requests for applications will be acknowledged and thoroughly reviewed. Any person(s) 18 and older must submit their own individual application along with uploading a valid form of identification.. A non-refundable $75 Application Fee per person applies to applicants aged 18 and older. Any information accompanying applications may be sent to laura@rentalpropertypros.com

Processing will only commence for applications that are fully filled out and complete. Marketing of a property will not cease unless an approved applicant promptly pays all deposits in full and executes the lease within 24 hours of receipt. Application denial may occur for various reasons, including failure to provide proper notice when vacating, unfavorable references from previous landlords, three or more late payments within a 12-month period, unpaid collections by a Property Management Company, past evictions, receipt of a current 72-hour notice to vacate, or unauthorized persons residing on the premises.

Upon approval of your application a $100 administrative fee will be required to initiate the lease agreement.

Acknowledged by(signature): _____ ***Date:*** _____ ***Print Name:*** _____

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