



Rental Criteria

Thank you for choosing PPM as your potential landlord. Prestigious Property Management strongly supports all applicable Federal and Fair Housing Laws in both spirit and practice. All policies set forth below are strictly adhered to without regard to any applicant's race, color, religion, sex, national origin, handicap, familial status or elderliness. Guidelines for acceptance of a lease agreement for all applicants are outlined below. If you feel you meet the following guidelines for qualifying, we encourage you to submit an application. Only one application will be processed at a time and applications will be processed in the order received. **An incomplete application will not be considered.**

GENERAL REQUIREMENTS

- Positive identification with a picture will be required.
- Each applicant 18 or over must complete an application and pay the non-refundable credit/screening fee of \$55.00. Only approved applicants may reside in the rental property.
- All applicants who are not citizens of the United States must provide acceptable proof of U.S. legal permanent resident status, legal conditional resident status or legal presence in the U.S. Documents presented as proof must be original; photocopies are not acceptable.
- Applicants must be able to enter into a legal and binding contract.
- Incomplete, inaccurate or falsified information will be grounds for denial and termination of tenancy. **It is the sole responsibility of the applicant to provide required documentation and ensure that verification (whether verbal or written) can be obtained.**
- Holding deposits are due within 48 hours of application approval and will hold the rental for up to two weeks, at which time you must sign a lease agreement. If you decide against moving forward with leasing the property, please be advised that holding deposits are non-refundable.

CREDIT REQUIREMENTS

- PPM will obtain a consumer credit report for each applicant and co-signer.
- Credit reports supplied by applicants will not be accepted.
- Credit history will be weighed in conjunction with all other rental criteria. Prestigious Property Management reserves the right to deny any applicant based solely on a history of delinquent credit activity.
- Discharged bankruptcies will be considered.
- Collections for utilities will be considered grounds for denial.
- Applicants with unpaid judgments will be denied.
- If you or joint tenant lack credit history; a Co-signer* and /or Additional Deposit** may be required

INCOME REQUIREMENTS

- Each applicant (with the exception of applicants that share credit) must gross 2 times the rent per month.
- Two years verifiable work or income history (employment and income will be verified verbally)
- Current pay check stubs and a verbal confirmation of employment status from the employer will be required.
- Verifiable income will be required for unemployed applicants. (Verifiable income may include but is not limited to; Trust Accounts, Social Security, Unemployment, Retirement Accounts, Welfare, Grants/Loans.)
- Self employed applicants will be required to show proof of income through copies of 2 previous years of tax returns.
- If applicants' gross monthly income does not equal 2 times the stated monthly rent, a qualified co-signer or additional deposit may be considered.
- You will be denied if your source of income cannot be verified.

RENTAL HISTORY REQUIREMENTS

- Two years of verifiable rental history or home ownership
- Proper notice given to current or previous landlords
- No judgments from a housing provider, unless proof of satisfied judgment is provided.
- No outstanding balance owed to a housing provider regardless of reason
- No outstanding money owed to a landlord or Property Management company
- No evictions

CRIMINAL RECORD CRITERIA

- Upon receipt of the rental application and screening fee, landlord shall conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of any crime.
- A conviction or convictions for any felony must be 5 years or older from date of conviction or release, whatever was later.
- Any arrests or convictions for felonies involving drug-related crimes, weapons charges, obscenity and related violations, prostitution, sex crimes, and/or child sex crimes shall be grounds for denial.
- Open criminal cases in the above categories or outstanding warrants for any felony or misdemeanor will result in denial of your application.

ROOMMATE REQUIREMENTS

- Any applicants that do not share joint credit will be considered roommates.
- PPM will place a maximum of 3 roommates in a property.
- Each Roommate will be required to individually meet the above criteria.
- A Co-signer may be considered if the minimum income criteria cannot be met by all applicants.

CO-SIGNERS REQUIREMENTS

- Co-signers must apply and pay the applicable non-refundable screening fee.
- Co-signers gross income must be 4 times the rent per month.
- Co-signers must meet all the above criteria.
- Co-signers must SIGN the rental/lessee agreement and addendums acknowledging their fiscal responsibilities.
- Co-signers DO NOT have the right of possession, meaning they are not given keys to the rental property and are not allowed access to the property's amenities.
- Co-signers' liability will continue for the length of the tenancy.

DEPOSITS

- Based on factors obtained during the screening process. Deposits start at the amount equivalent to one month's rent, unless otherwise advertised.
- A holding deposit equivalent to one month's rent is due within 48 hours of notification of acceptance of your application, and is non-refundable if you fail to occupy the rental premises.
- Any remaining security deposits are payable in full on or before the date of move in.
- All deposits and move-in monies must be paid in cashier's check, money order or cash before keys are provided.

PET POLICY

- Service and companion animals are not classified as pets and are exempt from certain requirements. *See management for requirements*
- Policies on domestic pets vary from home to home. Certain owners and associations do not permit pets, while other owners may permit only a specific type of pet. Contact the management office to determine what pets, if any, are allowed for the property in which you are applying.
- A picture of the pet is required prior to approval. **MUST BE SUBMITTED WITH YOU APPLICATION**
- **Prestigious Property Management does not allow any animal, whether exotic or domestic, that is considered to be lethal, deadly, aggressive, or violent.**
- All animals must conform to local ordinances and association rules and regulations, if applicable.
- A non-refundable pet fee is required for any animal occupying the premises.
- **Due to Insurance Limitations, the following breeds or evidence of these breeds in their lineage are restricted:**
- *Pit Bull *Rottweiler *Chow Chow *Doberman Pincher *German Sheppard *American Staffordshire Terrier *Mastiff *Akita *Bull Mastiff *Husky *Presa Canario *Malamute *Coyote *Wolf *Dingo *American Bulldog
- Pet policies are strictly enforced; any breach will be grounds for termination of your lease.
- Tenants will be evicted for misrepresenting the breed of their dog or for the possession of poisonous, dangerous, illegal pets, or endangered species.
- All birds must be confined in cages and not allowed to reside outside their cage.
- No ferrets, rodents, or other mammals in the weasel family are permitted as pets.
- Fish tanks and aquariums greater than a 10 gallon capacity are not permitted.
- At the 6 month mark of residency, a pet inspection of the home will be completed.

ADDITIONAL INFORMATION

- Lease signings are by appointment only and must be arranged in advance.
- All of our properties are non-smoking.
- **ABSOLUTELY NO PERSONAL CHECKS ACCEPTED FOR MOVE IN**

Submission Checklist

	Completed and signed Application	3 Most current pay stubs/Proof of income	
	Government Issued Photo ID provided	\$55.00 Screening Fee for each Applicant	
	Photo of Pet (s)		

I have read, understand and agree to abide by the qualifications for the application process. I understand that if my application is not approved, I will forfeit my application fee. I hereby affirm that I have read and reviewed a copy of the Rental Criteria and application. I understand that a signed, executed copy of the Lease Agreement and Addendums will be given to me upon taking occupancy.

Applicant (printed): _____

Date: _____

Applicant (signature): _____

Applicant (printed): _____

Date: _____

Applicant (signature): _____

Rental Application

Required Information:

First Name: _____ Last Name: _____
Date of Birth: _____ Driver's License #: _____
Social Security #: _____ Present Address: _____
Email: _____
Phone: _____
Phone: _____ City _____ State _____ Zip _____
Reason for Leaving: _____ Present Landlord: _____
Phone: _____ Monthly Rent: \$ _____

Residential History

Previous Address: _____ Resided From: _____ to _____
Landlord: _____
Phone: _____ Monthly Rent: \$ _____
Reason for Leaving: _____
City _____ State _____ Zip _____

Have you ever been evicted?	YES	NO
Have you ever broken a rental contract?	YES	NO
Have you ever been convicted of a crime?	YES	NO

References

_____	_____	_____	_____
Name	Phone	Relationship	yrs known
_____	_____	_____	_____
Name	Phone	Relationship	yrs known
_____	_____	_____	_____
Name	Phone	Relationship	yrs known

Employment Information

Current Employer: _____ Occupation: _____
Address: _____ Supervisor: _____

Phone: _____ Yrs Worked: _____
City State Zip
Monthly Income: \$ _____

Previous Employer: _____ Occupation: _____
Address: _____ Supervisor: _____

Phone: _____ Yrs Worked: _____
City State Zip
Monthly Income: \$ _____

Previous Employer: _____ Occupation: _____
Address: _____ Supervisor: _____

Phone: _____ Yrs Worked: _____
City State Zip
Monthly Income: \$ _____

Vehicles

Make	Model	Year
_____	_____	_____
_____	_____	_____
_____	_____	_____

Pets (if applicable)

Breed	Name	Weight
1. _____	_____	_____ lbs.
2. _____	_____	_____ lbs.
3. _____	_____	_____ lbs.

Bank References

Bank Name: _____ Checking Savings
Address: _____ Account #: _____

City State Zip

Bank Name: _____ Checking Savings
Address: _____ Account #: _____

City State Zip

Other Occupants (Residents Under 18)

Name: _____ Date of Birth: _____
Name: _____ Date of Birth: _____
Name: _____ Date of Birth: _____

Emergency Contact

Name: _____ Relationship: _____
Address: _____

City State Zip
Phone: _____

Applicant represents that statements above made are true and correct and hereby authorizes verification of references to include but not limited to credit checks, unlawful detainer checks and telecredit checks and agrees to furnish additional credit references upon request, and waives any claim against any person(s) providing such verification. Applicants understand the Security Deposit must be paid within 24 hours of approval and is NON REFUNDABLE if the applicant does not choose to occupy the property.

X _____
Applicant's Name (Printed)

X _____
Applicant's Name (Printed)

X _____
Applicant's Name (Signature)

X _____
Applicant's Name (Signature)