

## Application Process & Screening Criteria

The application must be completed by all residents over the age of 18. For a married couple, each person must fill out and submit an application and application fee. Approval is compiled from four areas: Income, Rental History, Credit History, and Criminal Background Check. MULTIPLE APPLICATIONS CAN BE TAKEN FOR THE SAME PROPERTY\*\*\* Tenant selection in such a case should it arise will be based not on the first application but on the strongest candidate's results. This process can take 24-72 hours, depending on the verification of items. The application fee is \$50 per person, by CC or money order only, payable to SPRG.

### Income Verification

Income should be a minimum of 2.5 times the rent and verified by the employer. If they are self-employed, copies of the last 2 years' income tax filings are needed. Their employment history should reflect at least six months with their current employer. Transfers or relocations must have correspondence with an accepted job offer.

### Rental History

Rental history will be verified using an outside independent source who will verify the dates of tenancy, the amount of monthly rent paid, late payments, or any unpaid amounts remaining. Homeownership will be verified from a current credit report. We also accept base housing as rental history.

### Credit History

We will pull a credit report for each person who will become a resident. We will charge \$50.00 (non-refundable) per person for the credit checks. We will work with credit problems and/or no-credit situations. We may ask you to explain the circumstances regarding negative items on your report. However, we place significantly more emphasis on your landlord reference and job stability than on your credit report. If every item on your credit report is negative, we will deny your application. **We do NOT count medical collections against you.**

### Criminal Background Check

A criminal background check will be run and depending on the results, you, the landlord may refuse to rent to someone who has felony convictions, or drug charges, or to anyone who is required to register as a sexual offender.

### Rental Criteria for Pets

Policies on pets vary from property to property. Certain owners do not permit pets, others may restrict certain types or sizes of pets. Tenants can be evicted for misrepresenting the breed or number of their pets or for the possession of poisonous, dangerous, or illegal pets, or endangered species.

If they do not meet the qualifying criteria, or if they provide inaccurate or false information, their application may be rejected.

