



APPLICANT SCREENING and PET POLICY

Application Process

- ❖ We offer applications to everyone who wants to apply. **This may result in multiple applications being processed concurrently, creating a competitive situation among applicants.**
- ❖ We begin processing applications in the order in which they are received and paid for.
- ❖ We will decide (approve/deny) on an application package once we have been able to verify all information.
- ❖ If we are unable to verify information on an application, the application may be denied.

Complete Application

- ❖ Each adult over 18 yrs. old must submit a signed application with a fee of \$40.00.
- ❖ We will not process applications without the paid screening fee.
- ❖ We will begin processing an application within one business day of submittal.

Credit/Criminal/Public Records Check

- ❖ A credit/criminal/public records check will be performed on all applications.
- ❖ Applications may be rejected for unfavorable or lack of credit history.

General Screening Guidelines – RMS manages properties for several different owners. The following criteria are provided as a guideline for most of our properties. An individual property may have stricter or more flexible requirements. Feel free to contact Leslie with any questions.

- ❖ Credit Score of 600 or above
- ❖ Household income of 3x the monthly rent
- ❖ 2 years of positive rental history
- ❖ No criminal or eviction history

If your application is accepted you will have 24hours to bring in non-refundable reservation funds equal to the Security and Cleaning deposits required for this property as well as any pet deposits if applicable.

At the time the deposit is collected and funds are deposited into our account, the rental unit will be taken off the market. **This deposit will NOT be refunded to you if you change your mind or do not move in.** This deposit will hold the property for **14 days**, at which time rent becomes due.

Pet Deposits

- ❖ If a property allows pets & your pet(s) are approved, the required deposit is \$500 **per animal** and is refundable upon move-out.
- ❖ All pets must be 12months or older and be owned by you prior to renting from RMS. No puppies, kittens, or pets that are new to you will be allowed.

Please be aware – No smoking allowed in any of our properties!!