

Brass Ring Real Estate

Tenant Selection Criteria

Application process, procedures & screening criteria

Brass Ring Real Estate, REALTORS® is committed to Equal Housing Opportunity for all applicants. We offer application forms to everyone who requests one. Please review the following criteria for rental and if qualified, please apply. If you have any questions, please ask. **We comply fully with the Federal Fair Housing Act. We do not discriminate against any person because of Race, Color, Religion, Sex, Handicap, Familial Status, National Origin or Age.**

IDENTIFICATION

All applicants must submit a legible copy of a government issued ID. The most convenient way to accomplish this is to snap a picture with your smartphone or make a photocopy of your ID and email it to: brassringrealestate@gmail.com

APPLICATION PROCESS

1. Brass Ring Real Estate accepts applications through our website. Please apply online at www.brass-ring.com. Each adult 18 years and older that will occupy the property will have to fill out an application and pay the \$65 **non-refundable** processing fee.
 - a. Married applicants must each submit a separate application with the application fee of \$65.00 each.
 - b. Roommates will require owner approval. Please check with Brass Ring Real Estate before you apply.
 - c. We DO NOT accept co-signers or guarantors.

2. Completed applications will be reviewed regardless of the order that they arrive. When we receive the application and the funds, we will process the applications. Once processed, there will be no return/ refund of the application fee(s). Applicants are informed of their approval/ denial status within 72 business hours (2-3 business days) from the start of the application process. Occasionally there

may be delays in receiving responses from third parties while verifying your documentation.

3. Once the applicant(s) is informed they have qualified to lease the intended property the security deposit is due within 24 hours of approval. The security deposit can be paid online at: www.paylease.com.
4. Applicants must be a permanent employee (not temporary or probationary). If you are active duty military, you must be on an assignment that will allow for an initial 12 months lease to be completed. A copy of your current military orders must be provided with the application.

INCOME VERIFICATION

1. Income needs to be sufficient to cover any reoccurring monthly expenses and the rent.
2. Married couples may use combined income but must submit separate applications.
3. Income must be verifiable through pay stubs, employer contact, tax records and/or bank statement.

CREDIT REQUIREMENTS

1. To determine satisfactory credit worthiness, we obtain a report from a national credit reporting agency. Generally, a credit score under **680** and/ or marginal income history may require additional deposits.
2. Payments past due 30 days or more in the last 24 months may be cause for denial of application.
3. We must deny approval if you have filed for bankruptcy or foreclosure within the past 24 months.
4. Any bankruptcy must have been discharged at least one year previously to the date of your application.
5. Outstanding debt to any property management company or landlord will result in denial of your application, including any judgements or collection activities.

RENTAL HISTORY

1. Applicants are responsible for providing information including the names, addresses, telephone number and email addresses of landlords with the dates of tenancy for the previous 2 years. No broken leases in the last 2 years. We also verify proper notice has been given.
2. Rental history must be verified from unbiased sources.
3. We accept Base Housing and Mortgage history as rental verification.

CRIMINAL BACKGROUND CHECK

We will not rent to anyone with a felony conviction or anyone who is required to register as a sexual offender.

RENTAL CRITERIA FOR PETS

Policies on domestic pets vary from home to home. Certain owners do not permit pets, while other owners may permit only a specific type of pet. (Service animals, such as seeing eye dogs, are not classified as pets and are exempt from certain requirements). No puppies under 12 months will be accepted. No aggressive breed dogs will be accepted. Please call the office to determine the pet policy for the home for which you are applying.

Tenants may be evicted for misrepresenting the breed of their dog or for the possession of poisonous, dangerous, or illegal pets, or endangered species.

**** The lease must be effective within 7 days of approval unless otherwise agreed upon.**

Signing this acknowledgment indicates that you have had the opportunity to review the tenant selection criteria. The tenant selection criteria may include factors such as criminal, credit and rental histories, plus current income. If you do not meet the qualifying criteria, or if you provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded.

Signature: _____ Date: _____

