

## Application Guidelines

Each applicant 18 or older is required to fill out an application along with submitting a \$25 application fee. An application is considered complete when form is complete and application fee(s) is paid. Applications will continue to be accepted until an applicant either signs a lease or places a deposit to hold.

### **Deposit to Hold or Contingency Lease**

If an applicant chooses to secure a lease they may do so with a “deposit to hold.” A deposit to hold is equivalent to no less than half the security deposit and not less than \$300. Provided the application is accepted, an applicant may hold premises for a pre-agreed amount of time (maximum of 2 weeks). Deposit to hold agreement is accompanied with a written agreement.

### Application Process

- We may require up to two business days to verify information on an application.
- If we are unable to verify information on an application, the application may be denied.
- Incomplete applications will be denied.

### Qualifications

#### **Identification**

- Applicants must show two pieces of government issued identification. One must include a photograph. Both will be current and unexpired.
- Identification will be photocopied and attached to application.

#### **Prior Rental History**

- Rental history of one year must be verifiable from unbiased/non-relative sources.
- Applicants must provide the information necessary to contact landlords for previous 2 years.
- We reserve the right to deny an application if we are unable to verify prior rental history.
- Exceptions may be made for applicants with qualified co-signers or increased deposit/payments. Co-signers must be screened as if they are a tenant and pay application fee.

#### **Sufficient Income/Resources**

- Net household income shall be at least 3 times the rent (excluding utilities).
- Income/resources must be verifiable through pay stubs, employer contact, current tax records, bank statements, and/or like financial documentation.

#### **Credit Check**

- Negative reports may result in denial of application.
- Any individual who is a current illegal substance abuser or has ever been convicted of the illegal manufacture or distribution of a controlled substance or convicted of a felony may be denied tenancy.
- Credit score requirements differ per property. If rent is 300-500, credit score must be 550; rents from 500-700 must have a credit score of at least 600 and rents from 700 up must have credit scores of 650 or higher. Information available upon request.

#### **Criminal Background Check**

- Automatic Denial to any Felony conviction less than 5 years from release. Felony convictions can be cause for denial. Regardless of conviction date, no applicant with a felony conviction for an act of violence, sex crime, or illegal manufacturing or distribution of drugs will be accepted.

## RENTERS INSURANCE REQUIREMENT

Renters insurance will be required of all new leases. You may choose to bring a certificate of insurance, provided by your insurance agent, to your lease signing or you may secure renters insurance through our third party insurance at the lease signing. The rate is competitive and typically comes in at 10-\$15 per month.

Pet Policy: Some properties allow pets. See below for details.

Some properties allow pets. Each property that allows pets has different weight requirements. Information available upon request. Before pets are approved, property manager will meet pet, measure aggression, obedience, and potential for noise.

- To ensure safety of co-tenants and/or staff, Jacob Grant Property Management does not allow the following types of pets in any of our properties: 1. Pit Bulls, 2. Rottweiler's, 3. Chow Chows, 4. Doberman Pinchers, 5. German Shepherds, 6. American Staffordshire Terriers, 7. Wild dogs such as coyotes, wolves, and dingoes, 8. Mastiffs, 9. Akita, 10. Bullmastiffs, 11. Huskies, 12. Presa Canario, 13. Malamutes, 14. Boxers, 15. Any pet that has any of the above breeds in their lineage.
- If the property owner agrees to allow a pet, applicant will pay an additional pet fee (usually \$100-500 depending on size, breed and property) and a pet-charge of \$10-35 per pet will be assessed each month, due with that month's rental payment.
- Is your cat spayed or neutered?
- Is your cat declawed?
- Is your pet less than 1 year old?
- Do you kennel your pet when you are out of the home?
- If your pet is found to be aggressive it will be denied.
- Is your pet house trained.
- Do you have non-family pet references?
- Increased risk to the owner equates to increased security deposit and rent.

Do you have a disability that requires an accommodation or a building modification? If so please let us know and we will walk you through the process so you can meet your needs.

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