

## QUALIFICATION CRITERIA FOR RENTING

### Applicant Qualification Criteria for Renting

Before filling out an application, please review our list of criteria below. If you feel you meet the criteria please apply because we would be happy to rent to you. Also if you have any questions or concerns, feel free to ask.

1. A completed and signed application from all proposed occupants over the age of 18 must be submitted. ALL LINES MUST BE FILLED IN. Incorrect or misinformation will disqualify you as a prospective renter.
2. A nonn-refundable screening fee of \$50 for individuals or \$75 for couples payable at [newhousealliance.com](http://newhousealliance.com). And, \$29 for background check -- paid separately by invitation when your app is received.
3. You must provide photo I.D. We require a photo I.D. -Driver's license or State Issued ID card) and Social Security card. (Note: Military cards are not accepted.)
4. You must have a credit report that demonstrates a willingness to pay financial obligations in a timely fashion (FICO score of at least 580.)
5. You must have no records of eviction in the last 3 years; No bankruptcies in the last 2 years.
6. We require favorable responses from references and previous landlords.
7. Employment History and Sufficient Income: We require monthly income of 3 times the amount of your monthly rent. Income must be verifiable through pay stubs, employer contact, or tax records. All other income, including self employment must be verified through tax records.
8. Rental History must be verifiable from unbiased sources. If you're related by blood or marriage to one of the previous landlords listed, or your rental history does not include at least two previous landlords, your application may be declined, or we may require a qualified co-signer on your rental agreement. Qualified co-signers must meet all screening criteria plus make 3 times the amount of rent.
9. You will be denied if you have a conviction for any type crime that would be considered a threat to real property, or your neighbors.
10. An up-front payment of at least (one) month's rent as a security deposit is required by cashier's check or money order when signing a rental contract.
11. If multiple applicants apply, we will accept the best qualified applicant. App fees are not refundable.
12. Please note that all of our properties are smoke-free. If you rent a house you must smoke outdoors.
13. Pets are generally not allowed but can be reviewed on a case-by-case basis. Photos of pets should accompany application. If pet is approved, a non-refundable pet deposit of not less than \$300 is required.

## **Required Information to Be Submitted With the Application**

### **Please be sure the following items accompany your rental application:**

1. Your application screening fee of \$50 for individuals \$75 for couples payable at [newhousealliance.com](http://newhousealliance.com) on the Rentals page.
2. A separate application for all adults over the age of 18, including email address. You will be sent an invitation for a background check at an additional cost of \$29.
3. Picture I.D., (Driver's license, Green Card or Passport)
4. Social Security Card
5. Proof of Income: (2) most recent paystubs or an official letter from your employer on company letterhead should be attached to the application. For self employed, 1099 applicants, your last two years of tax returns are required.
6. Pet photo (if applicable)
7. Scan and email application to [manager@newhousealliance.com](mailto:manager@newhousealliance.com) or fax to 678-281-0532.