

APPLICATION SCREENING CRITERIA

Updated APRIL 2017

All applicants will be charged **\$55.00** per adult 18+.

Application fees are **NON-REFUNDABLE**.

*** Rooftop Property Management is committed to equal housing opportunity and fully complies with the Federal Fair Housing Act of 1968. Further, Rooftop Property Management does not wish to take your application fees if you do not qualify. Before you apply for one of our properties, please read all of the following information concerning application approval process and make sure you meet the qualifications. Applicant fees are paid to other agencies to obtain credit reports, background information, along with state and federal records.

ALL APPLICANTS: Are encouraged to know what is on their credit before applying and can receive 1 free credit report online per year from a variety of online companies.

- Must complete application online and submit \$55.00 app fee per applicant
- Submit a copy of legible government or state issued ID to: apps@leasingrpm.com before application can begin processing.

EMPLOYMENT/INCOME: Income must be (3) times the rental amount for all applicants if not married. Married can combine incomes to meet criteria.

- If you work for a large company where income is verified through a 3rd party portal, you will need to submit last 2 months of pay stubs
- Military please provide last 2 month's LES statements and copy of orders
- Self employed need to furnish last 2 years of 1040 IRS returns and a current income statement or bank statements showing reoccurring deposit activity.

CREDIT SCORE: If your credit score is below 620 you may be required to submit a higher deposit depending on the items causing the score.

- Multiple credit scores combine—If one married applicant has a 650 and the other 550, the credit scores will combine to a 600.
- Additional security deposit may be required to offset the added risk of lower credit scores and is handled on a case by case basis. Usually \$200 added to security deposit per credit item.
- We place less weight on medical or student loan collections or similar debt in overall credit picture. We focus the most weight on consumer debt and collections such as credit cards, department store cards, utilities and landlord collections. If you have some of these on your credit, you may be denied or asked to submit a higher security deposit.



"We believe in looking at all aspects of an application; not just a credit score."

- Rooftop Property Management

Applicant Tips

- Fill out application completely
- Monthly income must be 3 times the rental amount
- Email all paperwork and Gov't ID's to : apps@leasingrpm.com
- Know items on your credit report

HOLD PROPERTY

If application is approved, the security deposit must be received and a lease agreement signed within 48 hours to hold property. Once deposit for property and signed lease is completed, property will be removed from the market and held for (7) days. At the end of this period prorated rent is due and tenant will take occupancy. If tenant fails to pay rent to gain occupancy, security deposit is forfeited and the property is placed back on the market for rent. First full month's rent is due on or before occupancy date. If lease/occupancy date is after the 20th of the month, 1 FULL month's rent is due and 2nd month will be pro-rated amount.

ROOMATES

Must be able to qualify separately each earning an income at 3 times the monthly rent. A security deposit equal to 75% of the advertised security deposit will be required from each roommate.

Application Fee is not Refundable

You are responsible to know your credit, criminal and background history and match it with our qualifications. We cannot refund application fees once reports are run.

Renter's Insurance

All tenants are required to carry renter's insurance for minimum liability coverage of \$100,000. We can add renter's insurance to your rental account from Assurant Insurance for \$14.50 billed monthly to your rental account.

PETS

All pets must be approved by management with a maximum of 2 pets per property. If a pet is allowed at property, there will be a **partially refundable pet deposit** of \$300—each pet (\$200 refundable) This fee allows you to have an approved pet on the premises. Tenant is responsible for all damages caused by pets. Upon move out, tenant will be required to treat carpet and lawn for fleas and provide a professional company receipt in order to receive deposit back.

The following pets are not allowed due to insurance company guidelines:

Akita	Alaskin Malamute	American Staffordshire Terrier
Bullmastiff	Chow	Dalmation
Doberman Pinscher	Eskimo Spitz	German Shepherd
Giant Schnauzer	Great Dane	Husky
Pit Bull	Presa Canario	Rottweiler
Saint Bernard	Wolf Hybrid	Any mixed breed with list

Tenants are in breach of lease if type of dog is misrepresented or being in possession of any otherwise illegal pet. Pet policies are strictly enforced and we do drive by properties at random times to do visual checks.

- No aquariums larger than 10 gallons
- No ferrets, reptiles or rodents of any kind are permitted as pets.
- Photos of all pets that will be on lease/property is required. Include rental address in email and send to: apps@leasingrpm.com

Service animals receive special consideration and all documentation needs to be submitted upon application.

- We strive to provide you with a clean, quality property
- Our goal is to work together throughout your tenancy
- We communicate frequently to ensure everyone's needs are met
- We work together to show property to potential incoming tenants

“Please make sure you know if you meet the qualifications ahead of time.”

- Rooftop Property Management

Application may be denied if:

- False or incomplete information application
- Outstanding debts to previous landlord in last 2 years
- Utility collections on credit
- High number of consumer debt collections on credit or bounced checks
- Any serious felony records matched in 10 years
- Exact name matches on the OFAC watch list
- Name with DOB that matches in the registered sex offender database
- Has broken lease or eviction in the past 4 years
- Major adverse action records in last 4 years
- Other names associated with the applicants Social Security number
- Fails Social Security number fraud analysis
- Poor rental payment history provided by previous landlord
- History or record(s) of violence against persons or property
- History of poor or unsanitary care of current or previous residences
- History of destructive behavior or drug related activity in household
- Lack of demonstrated ability to live independently

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