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Dear Applicant(s),

Thank you for your interest in our property for lease. The rental criteria listed below explains the application process and the standards that must be met by each applicant in order to be approved for residency.

### **APPLICANT CRITERIA**

- Income must total 2.5 times the monthly rent amount.
- Rental history must not include any evictions in the last 3 years.
- All utilities must be able to be placed in the leaseholder's name.
- Open or recent bankruptcy accounts and felony criminal charges on criminal report may result in the denial of the application.
- Must be employed in current job for 6 months or longer.
- \$25 per month Pet Rent on selected properties.

### **COMPLETE THE APPLICATION**

- Complete online application and credit report at Zumper.com
  - Link: <http://www.zumper.com/tenant-screening?agentId=528259>
- Application fee: \$100 for each adult 18 years or older
- Remember to click 'SHARE WITH US' at the end of your credit screening

### **PROVIDE ALL REQUIRED DOCUMENTATION (BY EMAIL OR FAX)**

#### **IDENTIFICATION:**

- Copy of all applicants' government issued photo ID (i.e., driver's license, state issued ID, passport)

#### **PROOF OF INCOME:**

- Copy of your last three (3) bank account or pay card account statements (all pages)
- Copy of your most recent paycheck stubs – (3) if paid bi-weekly; (6) if paid weekly
- *If you receive Social Security or Retirement Benefits*, please provide an award letter from the issuer and the last three (3) months bank statements showing the deposits.
- *Self-Employed Applicants* must provide six (6) months of bank statements showing self-employment income, the most recent 1099, and tax return (including a Profit/Loss Statement)

**We will begin processing your file once we receive the application, credit report and ALL required documents. It will take up to five (5) business days to process the application**



### **DEPOSIT AND FEE SCHEDULE:**

If approved, the following amounts will be due before move in. ALL amounts must be paid with certified funds (i.e. money order, payment app):

- A holding fee equal to one month's rent is due within 24 hours of approval in order to sign a lease and remove the property off the market until move-in. A property can be held off market up to a maximum of 2 weeks.
- Although the amount of rent is due at the lease signing is determined by the date the lease is signed, a payment of one full months' rent is required to move in. If the date the lease is signed results in a pro-rated due amount it will be collected the following month after move in date.
- A security deposit plus a non-refundable move in fee of \$350 is due by the move in date.

### **RENTER'S INSURANCE**

If approved it is mandatory for tenants to have Renters Insurance in place, proof of the policy must be provided by day of move in. If there is no coverage in place, a quote can be provided by our preferred provider. Be sure to list Unity Properties as an additional interested party on the policy.

If multiple applications are received for a single property, we will accept the applicant that we determine to be most qualified. In order to be considered a qualified applicant you must have completed the residential application and submitted all required documents in a timely manner.

Please let us know if you have any questions.

Thank you,  
**UNITY PROPERTIES**

Kianya Campbell  
Real Estate Broker