

APPLICANT SCREENING POLICIES

CENTURY 21 The Neil Company Real Estate / Property Management

Each Office Is Independently Owned And Operated

APPLICATION PROCESS

- We offer application forms to anyone who inquires about a rental property.
- We review **completed** applications in the order in which we receive them.
- We may require two (2) or more business days to verify information.
- If we are unable to verify information on an application, the application shall be considered incomplete and may be denied.

APPLICATION SCREENING PROCESS

Complete Application

- Unless joint applicants are married, each must submit an individual application.
- **We will NOT review incomplete applications.**
- We will accept the first qualified applicant(s).

Identification

- Applicants must provide two (3) pieces of identification.
- One piece of identification must include a current photograph of applicant.

Prior Rental History

- Rental history of 3 years must be verifiable from unbiased/unrelated sources.
- Applicants must provide information necessary to contact prior landlords. We reserve the right to deny an application, if, after making a "good faith" effort; we are unable to verify rental history.
- Exceptions may be made for an applicant with an increased deposit.

Sufficient Income/Resources

- Net household income shall be at least two (2) times the monthly rent (excluding utilities).
- Income/Resources must be verifiable through pay stubs, employer contact, current tax records &/or bank statements.

Credit/Criminal/Public Records Check

- A credit report, criminal and public records check shall be obtained on each application.
- Negative reports may result in denial of application.
- Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance, may be denied tenancy.
- Any recorded **FED** (Forced Entry & Detainer) shall result in automatic denial of application.

Applicant Signature _____ Date _____

Co-Applicant Signature _____ Date _____



This list of Applicant Screening Policies is subject to change.