



ROI Realty Services, Inc.

Leasing/Rental Application Guidelines

- A valid Drivers License/Photo ID must be received from all applicants prior to any leasing appointment.
- **Application Fee:** All applications must be accompanied by a non-refundable \$25.00 application fee per applicant and guarantor. No application will be processed until the application is completed in full. All occupants must pay a \$20.00 application fee for a background check.
- **Security Deposit:** After an application is accepted, we require that the Security Deposit, equal to one month's rent, be paid in full prior to renting. The Security Deposit must be paid within 24 hours of notification that your application has been approved. No properties will be held vacant for a period longer than 14 days.
- **Social Security Number/Photo Identification:** Each adult applicant must present evidence of a valid Social Security Number. This usually takes the form of a government issued identification card but payroll stubs will also be considered.
- **Income Requirement and Verification:** Monthly gross income must be at least three (3) times the monthly rental amount. Your two most current pay stubs must be supplied with the application. In the event an individual is self employed, the prior 2 years W-2 forms must be submitted.
- **Proof of Supplemental Income:** If applicant receives income from another source such as pension fund payments, court ordered child support, government assistance, or retirement income; this income must be substantiated with a legal document.
- **Employment Requirement:** Applicants must have two (2) years satisfactory employment.
- **Occupancy:** The number of occupants must not exceed two persons per bedroom, except in the instance of a minor child that is under the age of two in which case 3 persons per bedroom can occupy the unit.

- **Rental History:** Applicants must have a history of satisfactory rent payments and occupancy with all previous landlords with sufficient notice-to-vacate provided. Any judgments or evictions from any previous landlord may be grounds for rejection.
- **Credit References:** We require proof of good credit from all applicants. ROI Realty Services purchases a credit report on every adult applicant. Applicants must have two or more acceptable credit ratings or references within the last 3 years.
- **Credit Score:**
 - A credit score of 600 or above is considered good.
 - A credit score of 550-599 is considered questionable and upon further review may require additional rent due with the payment of the security deposit or a cosigner.
 - A credit score of 549 or below is considered poor. Factors to be considered are: bankruptcies, debt/income ratio, total debt, and recent delinquencies/collections.
- **Cosigners:** If an applicant is rejected for insufficient credit, the cosigner must meet all credit, income, and rental history and employment verification guidelines.
- **Which Applicant?:** If more than one applicant has applied for a unit the applicant with the better rating of the following criteria will be selected for consideration:
 - Credit score,
 - Best Income to debt ratio (more “disposable” income),
 - Landlord references
 - Is available to move in sooner
- **Criminal Background Checks:** We perform criminal background checks on all applicants and occupants over the age of 18. Your signature on the Rental Application authorizes us to check not only on your credit history, but also on any arrests or convictions. You will be required to answer questions on the application stating whether you have been convicted of a certain crime(s), and, if so, when and where it occurred and the disposition of that charge. Your application for residency will be denied if a criminal background check reveals:
 - a listing as a Sexual Predator or Offender
 - a felony conviction
 - a misdemeanor conviction within the last five years involving the use, sale, or manufacturing of illegal drugs, or the possession of drug paraphernalia.

- The fact that we perform criminal background checks does not mean that our residents and occupants have no prior or current criminal histories, and we cannot, and do not guarantee that this community and its residents are free from crime. Verification of the accuracy of information supplied to or made available to us by applicants and credit reporting services is limited.
- Please note that applications are normally processed within 1-3 business days.

FINAL DECISION: All applications, including verification of credit, employment, income and rental history must be submitted to and approved by the Property Manager before a lease is signed.

ANY ADDITIONAL OCCUPANTS TO A LEASE OVER THE AGE OF 18 MUST HAVE A CLEAN BACKGROUND CHECK TO BE ADDED TO THE LEASE.

Leaseholder Initials: _____

Date: _____

Equal Housing Opportunity Statement: We are pledged to the letter and spirit of the U.S. policy for the achievement of equal housing opportunity throughout the Nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.

