

APPLICATION SCREENING GUIDELINES – Prima Management

All prospective tenants will be informed of the availability of apartments/duplexes, tenant selection criteria, and rental policies, including a copy of the lease and all addenda. Each prospective resident will be provided an application. Please read all information carefully.

PERSONS PER UNIT

- 1 Bedroom, 1 bath 2 persons
- 2 Bedroom, 1 or 1 ½ bath 4 persons
- 3 Bedroom, 1, 1 ½ or 2 bath 3 unrelated persons or 5 related

INCOME

Gross household monthly income must equal three times one month's rent. Those who do not meet the income requirement may secure a co-signor. The co-signor must complete an application form and meet our application requirements. The co-signor must also sign a guarantee form. A rental reference confirming that a comparable amount to the new unit being paid currently will also be considered.

PET POLICY

- No snakes, spiders, or exotic animals
- Caged birds and fish are acceptable
- No rodents – except gerbils, hamsters and guinea pigs; No ferrets or wild animals
- Rabbits and cats are acceptable. An additional charge is required per month. \$15.00 per cat. \$25.00 per dog.
- No more than two pets per apartment/duplex (except fish)
- Dogs are allowed at some of our properties. Please ask leasing consultant.

SECURITY DEPOSIT

Security deposits at our properties vary from a ½ months rent to a full month rent. An additional deposit of \$100.00 for a pet(s) is also required.

CREDIT

We expect a good credit rating for occupancy. Outstanding debts that amount to more than two month's rent will not be approved unless the applicant has a letter from a credit counselor that their credit problems are or have been corrected. Those who do not meet these requirements may secure a co-signor. The co-signor must fill out a rental application and meet the same requirements as prospective tenant.

HOUSING

Rental history must be verifiable from unbiased sources. If you are related by blood or marriage to one of your previous landlords, or your rental history does not include at least two previous landlords, will require a qualified co-signor on your rental agreement (qualified co-signors must meet all screening criteria). Good past housing reference(s) with a minimum of three years immediate history. If you owned – rather than rented – your previous home, you will need to furnish mortgage company references and proof of ownership or transfer. Applications with negative references from a prior landlord will not be accepted. Certain judgements against you may result in the denial of your application. If in the last three years, you have been through a court ordered eviction, or had a judgement against you for financial delinquency to a landlord, your application will be denied. The restriction may be waived if the circumstances can be justified and you provide a qualified co-signor on your rental agreement.

APPLICATION PROCESS

- All applications must be completed in full. Incomplete applications will not be accepted.
- A background investigation of three years will be conducted on credit, rental and employment.
- Any falsification on the application will be grounds for denial.
- A \$20.00 per application fee must be paid **before** an application(s) is processed. **This fee is non-refundable.**

IDENTIFICATION

We require photo identification (a driver's license or other government issued photo identification card) at the time you apply for an apartment with us.

We will make every reasonable effort to check your application promptly, but please remember that the time required depends upon availability and cooperation of your reference sources.

The unit will be available until the first qualified applicant(s) sign(s) the lease!