



## Rental Application and Guidelines

Applications are to be submitted through our website: <https://selectpmg.com>

(on our website select “vacancies”, then the property you’re interested in, then “apply now”)

Applications are processed Monday-Friday. Our office is closed on the weekends and Holidays. Incomplete applications will not be processed. Applications are processed as they come in on business days. If there are multiple applications the best qualified applicant will be selected/approved. Normal processing time for applications is 1-3 business days.

**Fair Housing:** Select Property Management Group LLC is committed to the Fair Housing Act (FFHA) and the Fair Credit Reporting Act (FCRA). We provide equal opportunity housing to all persons and we do not discriminate based on race, color, religion, sex, age, familial status, handicap, sexual orientation, religion, national origin, or gender identity.

**ALL OCCUPANTS OVER THE AGE OF 18 OR OLDER MUST SUBMIT THEIR OWN SEPARATE ONLINE APPLICATION. APPLICATION FEE IS PER APPLICANT.**

### Credit Requirements & Income requirements

- Must make three times the monthly rent amount
- Married couples may combine income, roommates must qualify separately
- Minimum of a 580 credit score with Experian. All additional criteria apply no matter what credit score is.
- There can be no late payments on credit history in the last twelve months
- No bankruptcy in the prior twelve months and must be discharged
- On time rental payments to previous landlords
- Self employed individuals must provide filed tax returns for the last two years
- Co-signers are at the sole discretion of individual owners

### **Roommates**

- Roommates must qualify on their own

### **Rental History**

- Applicants that owe a prior or current landlord money will automatically be denied
- A history of late payments and/or NSF payments will result in denial

### **Criminal History- Applicants may be denied if they have one or more of the following:**

- A felony conviction or are subject to adjudication for a felony in the last ten years
- At any time have had a misdemeanor or felony conviction for a sex related crime
- At any time have had a misdemeanor or felony conviction, or open warrant that involves violence against a person or property
- Arson convictions or plea agreements
- Imprisonment in the last five years
- Convictions for crimes against landlords or rental properties including vandalizing property or otherwise damaging property
- Are a registered sex offender
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### **Additional Application Information**

- Must have verifiable rental history or an additional security deposit will be required and only if credit history is acceptable
- Must have a valid social security number
- Must have a valid photo I.D
- Must maintain renter's insurance through the entire duration of occupancy
- Holding fee equal to one months rent and administration fee of \$150.00 per property is due within forty-eight hours of approval notification.
- Lease must be signed within forty-eight hours of approval

- **Lease must start within fourteen days of approval**
- Pet approval is at the sole discretion of the owner of the property. Some properties do not allow pets. Be sure to check the MLS listing prior to applying. No restricted breeds allowed.
- All payments must be made through tenant portal
- **When you view the property it has already been professionally cleaned. You are accepting the property in the condition you viewed it when you sign the lease. If you have a special request please make that request prior to applying.**

### Pets:

The following are pets that will not be accepted.

- Akita
- American Staffordshire Terrier
- American Pitbull or Pitbull
- Alaskan Malamute
- American Bull Terrier
- Bullmastiff or Mastiff
- Chow Chow
- Doberman Pincher
- German Shepherd
- Great Dane
- Presa Canario
- Rottweiler
- Siberian Husky or Husky
- Wolf Hybrid
- Any mix of a restricted breed
- Illegal animals, endangered animals, poisonous animals, or any animal restricted by city ordinances
- Fish tanks must be smaller than 30 gallons
- Birds must be approved and do require the same pet deposit

- Reptiles and rodents require prior approval and do require the same pet deposit

**\*\* Tenants may be evicted for misrepresenting the breed of their pet, for having any restricted pet on property, or for possession of any pet not disclosed prior to move in.**

**\*\* Tenants must provide a photo and pet vaccination records with their application. These can be uploaded during the application process.**

**\*\* Visiting pets are never allowed on a property**

**All application approvals may be subject to approval of the owner and not the property manager.**

**Lease must be signed within 48 hours of notice of acceptance. Failure to do so may result in denial of application.**

**Application fee(s) must accompany application. Admin fee and holding fee is due within 48 hours of approval and is not refundable if applicant cancels after lease signing. Upon move in holding fee will become the security deposit. Additional deposits and/or fees will be due upon move in with rent or prorated rent. Tenant will be responsible for cost of third-party inspection at the time of any lease renewal.**

**Errors and Omissions: Descriptions are subject to errors and omissions. Therefore, tenants should verify schools, pets, features, etc. Listings do not constitute a guarantee of the facts stated. You should personally inspect the property before signing the lease agreement.**

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**Applicant's Signature**

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**Date**

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**Applicant's Signature**

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**Date**

