



Application Guidelines and Screening

Thank you for your interest in a rental property! If you have any questions concerning the application process please contact our office or email us at sanjuanrealty@live.com.

Office Hours: Monday – Friday 9:00 a.m. – 5:00 p.m.

APPLICATION INSTRUCTIONS

Applicants or a designated representative must personally view the property (including the interior) and agree to accept the property in the documented Move-In Ready condition. No consideration will be given to cosmetic concerns raised after submission of an application.

Any misrepresentations in this application will be grounds for immediate denial of the application and/or termination of any lease agreement entered into as a result of this application.

Application Fees are Non-Refundable

All individuals over the age of 18 MUST fill out a separate application if they will be living on the property.

Applications will not be considered until every applicant has filled out, e-signed, and paid for their application.

If any portion of your application is incomplete we will move onto the next application. Applications will be processed in the order they are received and are valid for 30 days. Someone may contact you from San Juan Realty's rental department via phone, text or email for additional information during the verification process. Please respond promptly so the application process can be completed as quickly as possible so as not to delay the approval process.

If you need assistance completing the application, you can make an appointment with someone from the rental department.

If the application is approved, the security deposit must be paid in full to secure the unit, the lease will be dated to start no later than 14 days after the lease draft date or from the date the property is available, whichever is later.

If your application is approved and you sign a Lease to occupy the property, the first month's rent will be due at lease signing. If your lease does not start on the first of the month, your rent will be prorated. Prior to the lease start date, the resident must pay all funds due including a lease administration fee in the amount of \$100.00, tenant's security deposit, and any pet fees if applicable. Payments to be made via the Tenants Portal, or with a certified check or money order.

Applicants declare that the use of any residential property will be solely for the purposes of a personal residence by the applicants and their listed occupants.

Smoking or vaping of any kind is not permitted in any building on the property.

A valid social security number, ITIN, or proof of permitted stay in the US with a Visa is required for all applicants.

Applicant Criteria

Reasons your application could be immediately rejected.

- You owe money to a previous landlord.
- You have an open bankruptcy.
- You have been evicted by a landlord within the last 5 years.
- Some felony convictions may include crimes against a person or property, manufacturing or distribution of a controlled substance, sex-related crimes, and/ or theft by check or fraudulent check-related offenses.
- Your identity cannot be verified.

We use Credit Score Factors Provided by Experian™ as a part of our screening process. You may request a copy of your report while submitting your application.

A guarantor (co-signer) may be allowed in cases where the applicant's score cannot be determined by Experian and/or the applicant does not meet the income requirement. The guarantor must have a verifiable gross income of 4 times the monthly rent, and have an acceptable score.

The gross monthly income of all applicants combined must be at least 2.5 times the monthly rent.

Self-employed applicants may submit a signed previous year's filed tax return to verify income equal to 2.5 times the monthly rent or show an average bank balance equal to 6 times the monthly rent.

Documents Required

Documentation Requirements may include but are not limited to:

- Proof of Identity-Copy of valid, government issued photo ID.
- Proof of Income- 1 Month worth of pay stub(s), 3 months of bank statements, or offer letter from future employer. Must equal at least 2.5 times the monthly rent.

Pet/Animal Policy

If you are applying for a pet friendly property please note that there is an upfront non- refundable pet fee and there will be additional monthly pet rent per pet. There is no fee for a verified assistance animal. Only select properties allow pets.

The following breeds are not permitted: Pit Bulls, Alaskan Malamutes, Rottweilers, Akita, Chow, American Staffordshire Terrier, and American Bulldog, Doberman Pinscher, Boxer, German Shepherd, Great Dane, Siberian Husky, Wolf-hybrid, Presa Canario, and any dog that has any of the above breeds in their lineage. If a dog has a history of violent behavior it is not allowed on the property.

Assistance animals which include service animals and support animals are not considered pets and are not subject to any fees. Documentation must be provided at the same time your application is submitted to prevent any delays.

When applying with a pet/animal we require you to upload a photo with your animal.