

ROCKWELL PROPERTY MANAGEMENT INC.

Rental Application Criteria

The following standards will be used to judge your application for tenancy. You must meet the following standards to qualify to sign a rental agreement with Rockwell Property Management. Applicants are judged on the same standards on a first come/first serve basis, one person or group at a time. Any incorrect inconsistencies on the application will result in an automatic denial of the application. Applications will not be considered until the entire application is completed.

- **ADULT NON-REFUNDABLE APPLICATION FEE:** Each applicant age 18 or older must pay an application fee and consent to have a background and credit report check done on them. Co-signers must also pay an application fee and give the same consent as other applicants.
- **SECURITY DEPOSIT:** Applicants must have funds to pay for the full amount of the security deposit (including any additional deposit amounts for pets or other reasons).
- **PHOTO IDENTIFICATION:** All applicants age 18 or older must provide current government-issued photo identification at the time of application.
- **EMPLOYMENT REQUIREMENTS:** Employment history should show that the applicant has been employed with their current employer for at least 6 months. Exceptions can be made for recent graduates who provide proof of graduation, current students who provide proof of enrollment, and self-employed applicants who provide a CPA-prepared financial statement or most recent tax return. Applicants with less than 6 months of employment with their current employer may be approved if they pay an additional security deposit or have an approved co-signer and provide proof that they have been employed with their current employer for 2 months or were employed with their previous employer for at least 6 months. All employment history will be verified by contacting the employer. Signed, new employment contracts that show salary and future income for those starting new employment or pay increases will be reviewed and determined to be sufficient proof of income by the property manager.
- **INCOME REQUIREMENTS:** The combined income of all persons living in the rental must be at least three times the monthly rent. Applicants who do not have the requisite income will be considered if they provide a co-signer or provide proof of cash reserves equal to at least 12 times the monthly rent.
- **RENTAL HISTORY:** Applicants must provide the name and contact information for their previous two landlords, or all landlords in the last five years. Applicants must also provide all the addresses they have lived at for the last five years. Applicants will not be approved if they have had any evictions within the last 2 years, defaults in lease agreements, or if they owe any money to a previous landlord.
- **RENTER'S INSURANCE:** Applicants are required to have renter's insurance before occupying the premises.
- **CREDIT HISTORY:** Your credit must reflect that all accounts are current. Applicants with a credit score of 650 or less or with past-due accounts/accounts in collections may qualify with an additional security deposit or with an approved co-signer. Applications for tenancy will be denied if applicants are currently in bankruptcy, or if they have any bankruptcies that have not been discharged. If applicants have filed Chapter 13 Bankruptcy and a settlement has been reached in court, but the bankruptcy is not discharged and applicants are making payments to pay off their debts included in the settlement, then the applicants may be considered if they provide proof of current and timely payment history, according to the terms of the bankruptcy. All collection accounts must be "paid in full/ as agreed" or the applicant may be approved with a higher deposit.

- **CRIMINAL HISTORY:** Your application may be rejected if you have been convicted in the last 2 years for any crime against a person or property that led to incarceration and would present a threat to the owners, neighbors, or the rental property. Rockwell Property Management does not rent to applicants who are currently on parole or probation. Applicants who are required to be on a publicly available list of sexual offenders will be denied.
- **MAXIMUM OCCUPANCY:** 2 occupants per bedroom plus an additional occupant for each Apartment Home. ie. 3 in a one bedroom/studio, 5 in a two bedroom, 7 in a three bedroom, etc.
- **PETS:** Pets may be approved (based on location) if they meet the following requirements: a good reference from the previous landlord for the pet's behavior, a complete veterinary medical history (including immunizations and sterilization) is provided, an additional deposit is paid and an additional amount of "pet rent" is agreed upon. The owner reserves the right to deny the application based on the size, species, or breed of the pet.

If your application is approved, you will be notified. You will have 24 hours from the notification of your approval to sign a lease agreement and pay the deposit. If you do not, then other applicants may be considered and allowed to sign a lease.

We are committed to equal housing opportunities and provide housing opportunities regardless of race, color, religion, sex, national origin, physical or mental disability, familial status, source of income, sexual orientation, or gender identity.