Professional Rental Organization
Rental Application Screening Guidelines

Professional Rental Organization is committed to Equal Housing Opportunity. Every application is evaluated individually and consistently in accordance with applicable federal, state, and local fair housing laws. These guidelines describe the general qualifications considered during the screening process. Management evaluates the totality of each application. Meeting one guideline does not guarantee approval, and not meeting one guideline does not automatically result in denial unless required by law or specifically stated herein.

General Requirements

• Government-issued photo ID required.
• Every applicant 18 years or older must complete an application and pay the screening fee.
• Application fee is refunded if applicant is not approved. Once approved, if the applicant elects not to proceed, the fee is non-refundable.
• Applications must be complete and truthful.
• Management may request additional documentation needed to verify qualifications.
• Incomplete applications or failure to provide requested information may delay processing or result in denial.
• Renter's Insurance naming PRO as Additional Interest/Insured is required before move-in.
• Security deposit and first month's rent are due before possession.
• Availability is not guaranteed until approval and receipt of required funds.

Rental History

Applicants should demonstrate excellent, verifiable rental references and a positive history of meeting lease obligations. Prior lease violations, unpaid housing-related obligations, excessive late payments, property damage, disturbances, or other unfavorable rental history may affect eligibility.

Income & Employment

Applicants must demonstrate sufficient, stable, and verifiable income. Employment should reflect a sufficient period with the current employer or a stable history within the same or a similar line of work. Self-employed applicants must provide documentation demonstrating stable business operations and income.

Credit History

Applicants should demonstrate satisfactory credit history and responsible financial management. Credit is evaluated as a whole, including payment history, collections, housing-related debt, judgments, bankruptcies, and overall financial responsibility.

Application Review

Management reserves the right to consider compensating factors when evaluating an application. Strong qualifications in one area may offset weaker qualifications in another where permitted by law. Additional information may be requested whenever necessary to complete the review.

Co-Applicants & Guarantors

Each applicant is evaluated individually unless otherwise permitted. Guarantors or co-signers, when accepted, must independently satisfy Management's qualification standards and may be required to provide additional documentation.

Fraud Prevention

Submission of altered, misleading, incomplete, or fraudulent documentation, material misrepresentations, or inability to verify information may result in immediate denial.

Automatic Denial

Applications may be denied for fraud, inability to verify identity or income, recent eviction history where legally permissible, housing-related debt, or other information demonstrating an unacceptable leasing risk consistent with applicable law.

Section 8 / Subsidized Housing

Applicants using housing assistance or subsidy programs are welcome. All applicants are evaluated using the same lawful screening standards applicable to every applicant.

Pets

Pets are considered in accordance with property rules and insurance requirements. Assistance animals are accommodated as required by law upon receipt of appropriate supporting documentation.