



Rental Application & Approval Process

1. Purpose

This SOP outlines the application requirements, screening process, approval standards, and move-in procedures for all residential rental properties managed by **EPM LLC**. All applicants are processed fairly, consistently, and in compliance with applicable fair housing laws.

2. Application Qualification Requirements

All applicants must meet the following minimum qualifications:

Income

- Combined gross household income must equal **at least three (3) times the monthly rent**.

Credit

- Clean credit history preferred.
- Any derogatory items (collections, charge-offs, late payments) require a written explanation and are subject to **approval**.

Bankruptcy

- **Open or undischarged bankruptcies** are **not eligible** for approval.
- **Discharged bankruptcies** are reviewed on a case-by-case basis and require approval.

Criminal History

- Clean background preferred.
- Any criminal history is reviewed **case-by-case**, considering severity, recency, and relevance.

Rental History

- Minimum of **two (2) years of verifiable rental history**, or
- Proof of prior **home ownership**.

Occupancy Rules

- **All adults aged 19 and older** must submit **separate applications**.
 - **All occupants** must be disclosed and listed on the lease.
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3. Animal / Pet Policy

Pet policies vary by property. Some homes may allow pets, while others may have restrictions or may not allow pets. All animals, including pets, emotional support animals, and/or service animals, must be disclosed on your application for the home you are interested in. Additional pet fees, deposits, or monthly pet rent may apply to approved pets, as permitted by law.

Service & Emotional Support Animals

- Must be disclosed during the application process.
 - Proper documentation from a licensed professional is required.
 - **Not subject to pet deposits**, in compliance with Fair Housing laws.
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4. Required Before Move-In

Renter's Insurance

- Must be obtained **within 24 hours of move-in**.
- Liability coverage must meet the amount specified in the lease.
- **EPM LLC must be listed as "Additional Insured."**
- Proof of insurance must be submitted within 24 hours of move-in.

Lease Start Date

- Lease must begin **within 7 days** of:



EPM LLC
Address: 702 S Main St Enterprise, AL 36330
Phone: (334)417-0618
Website: EnterpriseALrentals.com

- Application approval, **or**
- Property availability date (whichever is later).

Move-In Charges

- All lease-required charges (rent, deposits, fees) must be paid **within 24 hours after the lease is fully signed.**

5. Application Process

Step 1: Online Application Submission

- Each adult (19+) must complete a separate application.
- Each applicant must have their own **email address and phone number**; shared contact information is not permitted.
- All household members and animals (including service/ESA animals) must be listed.
- Required documents must be uploaded directly into the application.
- Applicants must provide **valid email addresses and phone numbers** for current and previous landlords.

Required Documents

- Government-issued photo ID
(*Driver's License, Passport, Visa, or Military ID*)
- Proof of income:
 - Recent pay stub (must show YTD income and hours)
 - W-2
 - New hire offer letter — must be issued by the employer on company letterhead and include the **business name, supervisor or hiring manager's name, phone number, and signature.**
 - Self-employed: most recent tax return **and** 3 months of bank statements
- Military orders or LES (if applicable)
- Pet documentation (if applicable)

Step 2: Application Fee

- **\$50 non-refundable fee** per applicant
- Fee is charged **only after all applications are received and reviewed for completeness**

Step 3: Screening & Verification

Once all applications are complete:

- Applications are reviewed for accuracy and completeness
- Application fees are charged
- Credit, criminal, and eviction screenings are initiated
(*Applicants receive an email to authorize reports*)
- Rental history and landlord references are verified
- Employment and income are verified

Processing Time:

 **1–3 business days**, depending on response times from employers and landlords.

Step 4: Approval & Lease Execution

Once approved:

1. Applicant receives an approval email
2. Applicant must confirm intent to move forward
3. Lease is sent electronically for signatures



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4. All move-in charges must be paid **within 24 hours of full lease execution**
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6. Important Notices

- Properties are **not held** without a fully signed lease and paid move-in funds.
 - EPM LLC will continue marketing the property until:
 - The lease is fully signed, **and**
 - All move-in funds are received.
 - Multiple approval emails may be sent simultaneously.
 - EPM LLC processes approved applications on a first-come, first-served basis. The property will go to the first approved applicant with the fully executed lease and payment of all required funds.
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7. Equal Processing Statement

- All applications are processed **equally and simultaneously** once complete.
 - Decisions are based on:
 - Application qualifications
 - Screening results
 - Rental history verification
 - Employment and income verification
 - Applicants will receive a formal **approval or denial notice** once evaluation is complete.
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8. Additional Reminders

- Application fees are **non-refundable**
 - Submitting an application does **not** reserve a property
 - Falsifying information results in immediate disqualification
 - A property is only secured once the following are complete:
 - The lease is fully signed, **and**
 - All move-in charges are paid
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9. Apply Now

Ready to move forward?

Click **“Apply Now”** on your desired property listing to begin the application process.