



Application Rules & Requirements

Application Authorization

By submitting your application, you authorize us to verify all provided information, including employment, credit, rental history, and background checks.

Application Fee: \$75 per applicant (Non-refundable). Everyone age of 19+ that will be residing in the home **must** complete a separate application. NON-REFUNDABLE!

You must apply and be approved prior to viewing the home in person.

Qualification Criteria

Background & Rental History

We do **not** accept applications with:

- Felony convictions
- Past due balances with current or previous landlord
- Convictions for sex offenses, drug charges, or theft
- Evictions within the past 5 years
- Bankruptcy within the past year
- More than 3 late payments, major damages, or outstanding balance with current or previous landlord/property manager
- Co-signers
- Applicants under the age of 19

Credit & Payment Options

- **Minimum Credit Score: 600** (Experian)
- **Credit Score 580–599 or No Rental/Mortgage History:** May be approved with a **double** security deposit if all other requirements are met.
- **Credit Score 579-Below:** Must pay the full year's rent upfront at lease signing (background check and age requirements still apply).

Documentation Required by All Applicants

Please provide:

- Contact information for your employer and current landlord/property manager

- Proof of income showing at least **three** times the monthly rent (e.g., pay stubs, social security, retirement, disability, or child support)
- Valid driver's license for all applicants
- One year of acceptable rental or mortgage history

Special Programs & Pet Policy

Section 8 Applicants

- Accepted only for properties advertised as eligible
- Credit score and income requirements are **waived** with a voucher
- All other requirements must be met

Pets

- Not all properties allow pets
- Pet approval and documentation required in the lease
- Pet fees vary by property

Fees & Payments upon approval

At lease signing, the following are due:

- Hold fee/security deposit
- First month's full rent, 2nd month is prorated
- \$225 one-time administrative fee
- Pet fees (if applicable)

Properties are leased on a first-come, first-served basis to the first approved applicant who pays the hold fee.

All rent payments are due on the 1st of the month and late if not received in full by the 6th. A late fee of 10% will be charged on the 6th. If not paid by the 11th then a 2% of the balance is charged PER DAY

Payment Methods

We accept:

- Cashier's Check
- Money order
- ACH Bank Transfer
- @CVS, Walgreens, Walmart with your payslip (issued by Pinnacle Realty)

Note: Payments not made by cashier's check or money order will require a 7-day waiting period before you move in.

Additional Policies

- **Application Approval Validity:** If your approved property is rented to someone else, your application remains valid for 90 days for other available properties within your price range. After 90 days, a new application is required.
- **Non-Refundable Fees:** If you do not move in within 30 days of lease signing, the hold fee and administrative fee are non-refundable. Once you move in, the hold fee becomes your security deposit.
- **Utilities:** All utilities must be transferred to your name on your lease start date (unless otherwise stated). Any utility bills received by Pinnacle Realty during your lease will be added to your account and must be paid promptly.
- **Inspections:** We conduct move-in, move-out, and annual inspections. Photos of the property will be provided prior to moving in.
- **Property Condition:** All properties are rented in "as is" cosmetic condition.
- **Key Pickup:** Arrange to pick up your keys at lease signing.
- **Maintenance Requests:** All maintenance or repair requests must be submitted electronically through your tenant portal.