

## 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. Everyone over the age of 19 that will be residing in the home must complete a separate application.

**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
- 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 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.
- **No/Insufficient Credit:** You may qualify by paying 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
- \$200 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 all required fees.

All rent payments are due on the 1<sup>st</sup> of the month and late if not received in full by the 6<sup>th</sup>.  
A late fee of 10% will be charged for all payments received after the 5<sup>th</sup>.

## **Payment Methods**

### **We accept:**

- Cashier's Check
- Money order
- Personal check
- Electronic funds transfer from a valid bank account

**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.