



Rental Application Guidelines & Qualifications

Thank you for your interest in renting a property managed by Peebles Property Management. The following guidelines were written to let you know about our basic rental practices and to assist in processing your application in the most timely and efficient manner possible.

Applications will not begin processing until an application fee is received. Application fee is \$45 per adult and is **NONREFUNDABLE**

Application Process & Screening Criteria: We are committed to equal housing and we comply with the Federal Fair Housing Act, state and local fair housing laws. Approval is based on the following:

- Credit History
- Rental History Verification
- Employment History Verification
- Animal Criteria
- Income Verification

1. The rental application, all pages, **MUST BE FILLED OUT IN ITS ENTIRETY**. Blanks will halt the processing of your application. If an item on the form is not applicable, please respond N/A (not applicable).

2. Each adult person (Age 18 or older) must complete a separate application. Co-Signers (guarantors) must complete an application as well.

3. A valid driver's license, state ID or passport is required along with a verifiable social security number and birth date.

4. Rental History: At least two good rental references is preferred with a minimum of 5 years. Please make sure the telephone numbers you provide for current and past landlords are accurate and include area codes.

5. Credit: We require combined applicants to have good credit. Any delinquent accounts, collections, judgements or a score less than 600 may disqualify the applicant. **AN APPLICATION FEE OF \$45 MUST BE PROVIDED WITH EACH APPLICATION.** Cash, money order, or cashier's checks must be brought in to our office. If you fill out your application online, you can pay the \$45 fee online with a debit or credit card.

6. Income requirement: Income must be 2 ½ times the monthly rent and be legal and verifiable. A current pay stub (showing at least one full month of income) with year-to-date information is best for income verification. Should you be self-employed, an independent contractor or hold company ownership, a copy of your most recent tax return and current bank statements will be required.

7. Pet Screening is a required part of the application process for all applicants. To help ensure ALL of our residents understand our pet and animal-related policies, we use a third-party screening service and require EVERYONE to complete a profile. This process ensures we have formalized pet and animal-related policy acknowledgments and more accurate records to create greater mutual accountability. If you need accommodation in another way, please contact your us directly. This is a fee of \$25 per pet and if you have a service or support animal there is no charge.

8. Upon approval of your application, the security deposit and first month's rent must be paid in full with **CASHIER'S CHECK OR MONEY ORDER (ONLY)** before you move into the property. Personal checks are not accepted.

9. You may submit your application online at www.ppmrentals.org



RENTAL APPLICATION QUESTIONS

1. Do you take cosigners?

Cosigners are subject to management approval and will not be considered if applicant has an unsatisfactory credit rating or rental reference. We will only consider a co-signer if applicant has no established credit or no rental history. The applicant needs to income qualify without a co-singer. The cosigner must complete a separate rental application and pay a separate application fee of \$45.

2. What is required to pay up front?

If you are fully approved, you will be required to pay \$500 of your security deposit within 24 hours of signing your lease and the remainder will be due on or before your move in date, which will be one month's rent and the remainder of the security deposit. The security deposit is not considered the last month's rent. Deposits are only used to pay for damages or cleaning required to restore the property to the condition it was in when you received the keys.

3. Can I rent if I was evicted?

If you have been evicted or are in the process of being evicted, your application will be denied.

4. Does my roommate, wife or children need to apply?

Anyone over the age of 18 years old must fill out a separate application and pay the \$45 application fee.

5. How long will it take to process my application?

We process the application as quickly as possible and should be completed within 72 hours (but may take a little longer in some cases) from submission of your application and the \$45 application fee provided that the information requested from current and prior landlords, employer, credit report, etc are provided to us in a timely manner. If the information we are requesting from others is not submitted in a timely manner, it can delay the application process.

6. What if I have special circumstances?

The applicant can request a for from the office called "Request for Reasonable Accommodation" and submit it with your application so that we can consider the circumstance when evaluating your application. The more documentation you provide with your application, the better.

7. Are pets allowed?

Some properties allow pets. It is at the property owner's discretion as to which pets are allowed. There is an additional pet deposit and pet screening per pet if they are approved and you must agree to the pet addendum for pet care and responsibility. Pet Screening is a required part of the application process for all applicants. To help ensure ALL of our residents understand our pet and animal-related policies, we use a third-party screening service and require EVERYONE to complete a profile. This process ensures we have formalized pet and animal-related policy acknowledgments and more accurate records to create greater mutual accountability. If you need accommodation in another way, please contact your us directly. This is a fee of \$25 per pet and if you have a service or support animal there is no charge