

## **Rental Policy Statement**

Applicant acknowledges and understands that Legacy Property Management represents the owner of the property in the lease of the property for which the applicant is applying.

### **We are an Equal Opportunity Housing provider.**

We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, age, color, religion, sex, handicap familial status or nation origin. We also comply with State and Local Fair Housing Law.

### **Property Availability Policy:**

Properties become available when they are ready to rent. A vacant property will not be deemed available until it has been cleaned and prepared for a new tenant.

**Application Process:** We evaluate every application in the following manner:

- 1) All adult applicants, 18 or older must provide proof of ID, with driver's license
- 2) All adult applicants, 18 or older must view the inside of the property being applied for, the number of occupants must in compliance with HUD standards/ guidelines for applied for unit.
- 3) All adults applicants, 18 or older must pay the Non- refundable application fee (online)
- 4) All adults' applicants, 18 or older must submit a fully completed, dated and signed Rental Application. Application will not be considered if they are incomplete, missing information or contain false information.

We will rent available properties to applicants in the order that their applications are approved. We will accept back up applications and call if prior application is not approved, your processing fee will be due at that time. We will determine from your responses to the application questions, if you qualify for the property you are applying for. If you do not, we will reject your application and the application will be destroyed. If you do. They application process can take 24-48 hours to process, we get them process as quickly as possible. We will be checking your employment history and rental references as well as background and credit to see that you meet our rental criteria. Your Credit history and/or civil court records must not show any slow pays, judgements, eviction filing (ever) , collections or bankruptcy's within the last 3 years. Criminal records must contain no conviction or misdemeanors for crimes involving violence, assault or battery, drugs, firearms, felonies with the past seven years and no sexual offenses ever, in the event a record comes back "adjudication withheld, nolle prosee or adjudication deferred, further documentation may be required and application may be denied on the basis. If you meet the criteria, we will approve your application and you will be contacted. You will then have 24 hours to submit a deposit and sign a lease. If you choose not to accept the property your application will be destroyed. If you re-apply you must completed another application.

**Rental Criteria:** Our general guidelines to qualify are that you have a legal and verifiable income, approximately 2 recent years of favorable housing references and at least two lines of good credit.

- 1) Income- Provide past Three years employment history and at least 6 consecutive months from the last 1 current employer immediately preceding the date of your application. Self-employed applicants may be required to produce, upon request 2 years tax returns and three months banks statements. All sources of other income must be verified if needed to qualify for a rental unit, Unverifiable income will not be considered.

- 2) **Housing History-** You must provide 5 years housing history. Housing history must reflect timely payments, no eviction proceeding begun, no NSF, no notice to intent to vacate and no damage to unit and no failure to leave the property and yard clean without damage at time of move out
- 3) **Credit History-** Reports supplied by applicants will not be accepted. Your credit record must be satisfactory. Your credit history and/ or Civil court record must not contain any slow payments, judgements, eviction filings, liens or collections. Accounts prior to three years will be considered for rejection depending on the size and nature of the delinquency. Bankruptcies must be discharged for a min of three years.
- 4) **Criminal History-** If you have ever been convicted of a Felony, we will reject your application. IF you have even been convicted of a misdemeanor involving dishonesty or violence we will reject your application.

**Deposit-** Applicants will be required to pay the full advertised Security Deposit at the time of the lease execution. We will reserve the right to require a higher deposit. In the event an applicant is approved, applicant must sign the lease and pay the deposit within 24 hours or back up applications will be considered.

**Pets-**No pet (with exception of medically necessary pets) of any kinds are permitted without specific written permission from the Landlord in the lease department. And addendum to lease and nonrefundable pet fee acceptance to landlord and/or and additional deposit will be needed

