

Home Finders Leasing and Management, Inc.

Rental Qualifying Procedures

1. **Application** - All applicants are required to complete all applicable portions of the Application to Lease and provide a photo ID. The initial minimum lease period is one year.
 2. **Credit Report** - The credit report must show mostly good credit experience. (We do not consider delinquent medical bills or student loans in evaluating credit.) We will consider applicants with discharged bankruptcies. We will not consider applicants currently in an undischarged bankruptcy. We will consider applicants with no credit experience, so long as there are no adverse items on the credit report and the applicant(s) otherwise qualify.
 3. **Verification of Income/Employment** - Qualifying income may be salary (take-home pay), retirement income, social security or SSI, child support, alimony or self-employment or a combination of these. In most cases, combined monthly qualifying income of all applicants must be at least three times monthly rent. A copy of all applicants' current payroll statements must be submitted with the application. Self-employed applicants or applicants with non-salary income must submit copies of the three most recent months' bank statements in lieu of payroll statements. Applicants who are not employed (such as retirees, social security recipients, students, etc.) must submit independent confirmation of income or the three most recent months' bank statements. A new hire, that is, an applicant who has not received a payroll check from his or her current employer, must furnish an employment letter or verification of employment and salary on company letterhead and signed by the business owner or an appropriate corporate manager or officer.
 4. **Rental History** - If an applicant has rental history, rent must have been paid on time, no habitual NSF check problems, no evictions within the past three years and no adverse behavior or damaged property reports from a previous landlord. Applicants who owe past landlords must settle that debt and show proof of settlement.
 5. **Criminal Background Check** - We will do a criminal background and registered sex offender search. We will not consider an applicant who has been convicted of a crime of violence, sex related crime or drug related crime within the past five years or who is currently on probation or parole for such a criminal conviction regardless of conviction date. We will not consider registered sex offenders regardless of the date of the offense.
 6. **U.S. Citizen or Legal Resident** - If you are not a United States citizen, you must furnish proof of legal residency. Such legal residency must extend beyond the term of the lease.
 7. **Roommates** - We will consider roommates (maximum two), subject to individual owner's policy, then only if one of the roommate applicants can qualify independently of the other (exceptions may be made for family members).
 8. **Co-signers** - We will not accept co-signers or guarantors.
 9. **Application Fee** - We charge a non-refundable application fee of \$35 for each applicant (one fee for married couples).
 10. **Security Deposit** - The security deposit is due with the application. If the application is not approved, we will refund the security deposit immediately.
- Approved applicant(s) will be required to sign a lease within three days of the date of notification of acceptance of application or such other time as may be agreed upon. If applicant(s) fail to sign a lease within the agreed upon time, applicant's security deposit will be forfeited as liquidated damages.