



**RE: APPLICATION PROCESS AND RENTAL GUIDELINES**

Dear Prospective Tenant:

Thank you for your interest in our rental property. Our goal is to make the application process as seamless as possible for you, so please carefully read the attached Application Process and Rental Guidelines documents.

Before we can review and consider any application for approval, the following must be provided in a timely manner, and additional information may be required upon review.

- Application fully completed at <http://www.WorthClark.com/Apply>
- All applicable, non-refundable application fees paid
- Copies of government issued photo ID for all occupants over the age of 18
- Income verification for all applicants

Please understand that time is of the essence for you and the property owners' we represent. We reserve the right to sign a lease with any approved applicant, at any time. So, it's important that you provide all necessary information (see Application Process) immediately upon submitting your application online.

If you have any questions about the leasing process, or how leases work, please consult the licensed real estate professional representing you.

Thank you, again, for your interest.

Regards,

Worth Clark Realty





## **APPLICATION PROCESS**

1. **Application.** Complete the online application at <http://www.WorthClark.com/Apply>
  - a. The application fee is \$40 per occupant over the age of 18, and can be paid online via debit/credit card. All application fees are non-refundable.
  - b. The Rental Guidelines and our Broker Disclosure Form can also be found here for your review.
  - c. All fields must be fully completed. The more information the better.
  
2. **Supporting Documentation.** Upon submitting your application, you should immediately deliver the following information to your WCR real estate professional by email, fax, or in-person. Your application will not be reviewed or considered until all of the following is provided, and additional information may be required upon review:
  - Application fully completed via <http://www.WorthClark.com/Apply>
  - All applicable, non-refundable application fees paid
  - Copies of government issued photo ID for all occupants over the age of 18
  - The most recent two month's paycheck stubs, or bank statements if self-employed
  - Last year's W-2's, or 1099's if self-employed
  
3. **Review.** Once all the above is provided, your application will be reviewed on the next business day. Review takes approximately one to two business days, and additional information may be required upon review before a decision can be made.

If your application is not approved, you or your real estate professional will be notified, and you will receive a letter of declination.
  
4. **Approval and Lease Signing.** If approved, you and your real estate professional will be notified with additional instructions, and a lease agreement sent for your review and signature.





## RENTAL GUIDELINES

1. All Adult applicants 18 or older must submit a fully completed, dated and signed residency application and fee. Applicant must provide proof of identity. A Non refundable application fee will be required for all adult applicants (18 and older). Applicant may be required to apply to city and/or county municipalities and may have to pay an additional application fee or an additional security or damage deposit.
2. Applicants must have a combined gross income of at least three times the monthly rent. We reserve the right to require a co signer/guarantor. A minimum of two years residential rental history is typically required.
3. Credit history and or Civil Court Records must not contain slow pays, judgments, eviction filing, collections, liens or bankruptcy within the past 2 years.
4. Self employed applicants may be required to produce upon request 2 years of tax returns or 1099s and non-employed individuals must provide verifiable proof of income.
5. All sources of other income must be verifiable if needed to qualify for a rental unit. At a minimum, two month's most recent paycheck stubs, and the previous years W-2's must be provided.
6. Criminal records must contain no convictions for misdemeanors for crimes involving violence, assault or battery, drugs, firearms; felonies within 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 applicant may be denied on this basis.
7. Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no unpaid NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination.
8. No pets of any kind are permitted without specific written permission in the lease document, an addendum to lease, a non-refundable pet fee and/or an additional pet deposit or additional security deposit. Fees and deposits may be waived for medically necessary pets, with proper documentation.
9. Applicants will be required to pay a security deposit at the time of lease execution in a minimum amount of one months rent. We reserve the right to require a higher security deposit and or additional prepaid rent.
10. The number of occupants must be in compliance with county (if applicable), municipality (if applicable), and HUD standards/guidelines for the applied for unit.
11. Any exceptions to our company's criteria will need to be submitted in writing to the rental agent or property manager for presentation to the landlord for consideration. If approval is then given for such exceptions, additional security, co signers, and/or additional advance rent payments may be required.
12. Our company policy is to report all non-compliances with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau and/or a collection agency and if the amount is disputed, it shall be reported as disputed in accordance with law.