

APPLICATION TO RENT

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APPLICANT SCREENING FEE DISCLOSURE(S):

- 1) Owner may obtain a tenant screening or credit report which generally consists of:
 - a) credit history;
 - b) public records, including but not limited to judgments, evictions and collections;
 - c) information verification;
 - d) current obligations and credit ratings;
 - e) criminal records.
- 2) Owner is charging a Screening Fee of \$40, none of which is refundable, unless applicant isn't screened. Application valid for up to two weeks from date of receipt by Owner.
- 3) Upon receipt of the application and fee, Owner may conduct a search of public records to determine whether the Applicant has been convicted of any crime within the previous 10 years. A conviction for any felony or any misdemeanor which involves theft, dishonesty, assault, intimidation, drug-related or weapons charges, may be grounds of denial of application.

I understand, I have the right to dispute the accuracy of any information provided to the Owner by a screening service or credit reporting agency. I'm aware that an incomplete application may cause delays or result in denial of tenancy. I certify the above information is correct and complete and hereby authorize you to make any inquiries you feel necessary to evaluate my tenancy and credit standing.

Applicant _____

Date _____



APPLICANT SCREENING POLICIES

APPLICATION PROCESS

- We offer application forms to everyone who inquires about the rental.
- We review completed applications in the order in which they are received.
- We may require up to two business days to verify information on an application.
- If we are unable to verify information on an application, the application may be denied.

APPLICATION SCREENING PROCESS

Complete Application

- Each applicant must submit an individual application.
- We will not review incomplete applications.
- We will accept the first qualified applicant(s).

Identification

- Applicants must show two pieces of identification. One must include a photo.

Prior Rental History

- Rental history of two years must be verifiable from unbiased/unrelated sources.
- Applicants must provide us with the information necessary to contact past landlords. We reserve the right to deny an application if, after making a good faith effort, we are unable to verify prior rental history.
- Exceptions may be made for applicants with qualified co-signers or increased deposits.

Sufficient Income/Resources

- Net household income shall be at least twice the rent (excluding utilities).
- Income/resources must be verifiable through pay stubs, employer contact, current tax records and/or bank statements.
- Verifiable employment for two years.

Credit/Criminal/Public Records Check

- A negative check and/or criminal/public records check may be performed.
- Negative reports may result in denial of application.
- Any individual who is a current illegal substance abuser, or has been convicted of the illegal manufacture or distribution of a controlled substance may be denied tenancy.

REQUIRED DOCUMENTS

- One month of pay stubs.
- Most current year's W2 form(s).
- If self employed, one year's worth federal tax return.



Please Fax to: 503-214-8655 OR Email:
troy@apartmentsby.com