

# WILKINSON PM LEASING POLICIES

These policies were established to ensure that all applicants follow the same guidelines. We adhere to Federal, State and jurisdictional Fair Housing Laws. Our acceptance or denial of tenants is based on income, debt load, credit status, employment status and previous landlord recommendations.

## APPLICANTS

- Each occupant 18 or older must complete an application.
- The application will not be considered with missing or false information.
- The application must include two checks: a non-refundable \$40.00 processing fee and a refundable earnest money deposit equal to one month's rent. Upon acceptance, the earnest money becomes the security deposit.
- Some properties do not allow pets and some do not allow smoking. There may be limited parking in townhouses or condos which will control the number of cars allowed. No more than 2 persons may occupy a bedroom.

## CREDIT CRITERIA

- We will obtain a credit report, criminal and eviction reports on each applicant.
- *Unsatisfied judgments, liens, unpaid child support or unlawful detainers* will cause rejection.
- More than one 90 day late on any account within the last year may cause rejection.
- Discharged bankruptcies with credit re-established may be considered with documentation.
- If there is no previous rental history, the security deposit will be two months rent (VA).

## INCOME CRITERIA

- Rent must be no more than 30% of gross monthly income with normal debt.
- Income will be verified. No more than two incomes to qualify for each property.
- Self-employed applicants must provide tax returns for two years. Hourly employees must provide W-2's for two years.
- Military must provide a copy of orders.

## IDENTIFICATION

- A photo ID must be provided at lease signing. Driver's license, military ID or passport are acceptable and will be copied for the file. Two separate IDs are required.

## MOVE-IN PROCEDURES

1. Leases must be signed by appointment within two days of acceptance of application.
2. Utilities must be transferred to your name as of the beginning Lease date.
3. Possession will be after property is vacated by former tenant and is prepared for occupancy.
4. A property condition inspection with a photo record is done between tenants.
5. First month's rent is to be paid by cashier's check or money order before keys are provided.
6. Tenant must maintain a Renter's Insurance policy during the Lease Term.