



APPLICATION POLICIES

Thank you for choosing RPM as your potential landlord. If you feel you meet the following guidelines for qualifying, we encourage you to submit an application. Only one application will be processed at a time and applications will be processed in the order received. **An incomplete application will not be considered.**

- ✓ Two years of verifiable rent history (we will omit if you are a homeowner two years or more.)
- ✓ Two years verifiable work history (employment and income will be verified verbally)
- ✓ Proof of income (three most current pay stubs or direct deposit receipts; or if self employed, most recent tax returns and 3 months of bank statements.) Unverifiable income will **NOT** be considered
- ✓ Each person 18 years of age or older must complete and sign an application and only the applicants may reside in a property
- ✓ To be processed and considered, a non-refundable processing fee of **\$30.00** per applicant must accompany applications.
- ✓ You must be able to get utilities put into your name as, where applicable, utilities must be transferred into the residents' name as of the date of possession
- ✓ If co-signer is necessary, the co-signer must also complete and sign an application. The acceptance of a co-signer is not normal policy and is subject to individual approval or denial by RPM.
- ✓ Security deposits are due within **24 hours** of application approval and will hold the rental for up to **five days**, at which time you must take possession and rent begins.

CREDIT CRITERIA

- ◆ RPM will obtain a credit report for each applicant and co-signer. Reports supplied by applicants **will not** be accepted.
- ◆ Discharged bankruptcies are acceptable.

IDENTIFICATION

- ◆ Photo ID must be provided at the time lease/rental agreement is signed.

CONDITION OF MOVE-IN

- ◆ Lease signings are by appointment only and must be arranged in advance.
- ◆ Security Deposit and first month's rent (prorated) are to be paid in cashier's check, money order or cash before keys are provided. **ABSOLUTELY NO PERSONAL CHECKS ACCEPTED**

Note: All our properties are non-smoking. Some properties do not allow pets