

# Rental Criteria

**Application Fee:** A \$35 non-refundable application fee for each application. Every adult (18 years or older) who will be residing on the premises is required to submit a separate application. Any inconsistencies will result in an automatic denial of application. Completed applications are reviewed in the order in which they are received. Upon approval, applicant must sign the contract and pay the deposit within 24 Hrs. in order to hold the rental. **If Pet is** an emotional support animal or service animal; we will need the Pet Screening Profile completed and all paperwork verified by petscreening.com. Going to our web site at je-property.com under the For Rent tab, scroll to the bottom and you will see a Pet Screening tab. <https://jeproperty.petscreening.com/> This will connect your profile to our company. **If PET is NOT** an ESA or service animal **PET** approval from office must be granted. Then the same pet screening will be needed.

The following criteria will be used to evaluate all applications for tenancy:

**Credit & Background Checks:** Disqualifications may include, but are not limited to, recent bankruptcy, collections, excess crime, or crime where one needs to publish their current address. (Above restrictions may be set aside with an additional security deposit or with a co-signer)

**Income:** The combined gross income of all adult tenants must be at least 3 times the monthly rental amount. **Proof of income is due with application.** Guarantor may be needed if income is not met. Employment history should show that the employee has been with their current employer for at least 6 months. Exceptions can be made for recent graduates, current students, and unique situations. Completed and returned within 48 Hrs. (2 Days). See **Income Verification Criteria** or call the office for other questions.

**Guarantor:** Guarantor MUST fill out the “guarantor application” with a non-refundable fee of \$17, Guarantor Must have a verifiable employment and make 5 times the rent and have good credit. Under special circumstances where a guarantor is not available, please call the office at 435-267-2868

**Rental History:** Applicants must provide name, address and dates of tenancy for previous landlords for two years. An application will not be approved if there are previous evictions, damage to property, defaults in rental agreements, a history of untimely rental payments or outstanding balances owed to other property managers or utility companies. Completed and returned within 48 Hrs. (2 Days)

**Security Deposit & First Month’s Rent:** Payment is due in full prior to occupancy.

**Renter’s Insurance:** Renter’s insurance is required for all tenants, and J & E Property Management & Sales, LLC must be listed as additional insured on policy. Tenants with pets must have an additional liability of \$500,000.

**Maximum Occupancy:** Follow the national, state, local regulated guidelines

**Reasons for Denial:** Any applicant, who has ever been evicted, has ongoing credit issues, a history of damaging property, poor rental references, has a criminal history, or provides false information.

**Timely Manor:** Applicant will need to act in a timely manner. We encourage applicant to reach out to bosses, landlords or others to help them be more responsive to our Notifications and time criteria.

**An application is not considered complete and will not be processed unless all of the following criteria are met:**

- **Application is submitted with payment on file for each applicant in your group**
- **Income verification as described above has been provided**
- **Pet/service animal/ESA documentation has been filed with Petscreening.com (Note: not all properties managed by J&E Property Management will accept pets, please inquire for specific details before submitting an application).**

Notification is given when an application is approved. **Approved applicants have 24 hours from the notification of approval to sign a lease agreement and pay deposit.** If lease agreement is not signed within that period then other applicants may be considered.

I have read and understand this document