



BOB HILL REALTY PROPERTY SERVICES **QUALIFICATION GUIDELINES**

Bob Hill Realty Residential Property Management has set the following as the minimum qualifying standard that each Applicant must meet in order to be approved:

- There is a **\$40.00 non-refundable processing fee** for each application submitted. A Security Deposit is also required to reserve the property until your move in date. Should tenant desire to move into property within 10 days of credit approval, then Security Deposit and First month's rent must be tendered in certified funds.
- Valid government issued Photo ID (i.e., Driver's License) is required.
- If the application is withdrawn within 72-hours, one-half of the Security Deposit will be forfeited. If the application is withdrawn after 72-hours the entire Security Deposit will be forfeited. In the event the application is declined, the Security Deposit will be refunded in full.
- Tenancy must begin within 30 days of approval of this application, contingent upon availability of the property.
- Bob Hill Realty will run a credit report/background check on each applicant. Minimum age for applicants is 21 years of age. If married, a joint credit report will be obtained.
- Qualification will be determined by credit report, rental references, and employment history. Prospect must have no history criminal felony record.
- Active bankruptcy, previous foreclosure or repossessions may be grounds for disqualification of the application.
- For individual or married couple applications, gross monthly income must be at least 3.0 times the monthly rental rate. For non-married roommates, individual income must be at least 1.5 times the monthly rent. Paycheck stubs, bank statements, tax records and/or additional documents may be required.
- Bob Hill Realty will verify current employment history. If less than two (2) years, prior employment verification may be required.
- Bob Hill Realty will verify current rental history. If current tenancy is less than two (2) years, Bob Hill Realty will verify previous rental history. Should you own your home, mortgage payment history will be confirmed by the credit report.

I hereby apply for rental property with Bob Hill Realty Property Management. I certify that this will be my permanent residence and will be used for residential purposes only. I also certify upon signature of this application that I will personally occupy these premises and all other occupants must be notified to Bob Hill Realty Property Management. I hereby authorize Bob Hill Realty Property Management to procure information from creditors and public records (eviction and criminal history) required to evaluate this application.

I hereby certify that all the above statements are true and complete. Inquiries may be made to verify the statements herein. I understand and agree that a credit report may be made to establish my eligibility and my signature below authorizes this investigation. I understand that an application fee of \$40.00 per credit application is required to cover the costs of processing this application and pay for a credit report. I also understand that this application fee is non-refundable and is not applied toward any future deposits.

Applicant: _____ Date: _____

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AGENCY DISCLOSURE

THE APPLICANT HEREBY ACKNOWLEDGES AND UNDERSTANDS THAT BOB HILL REALTY PROPERTY MANAGEMENT IS SOLELY THE AGENT FOR THE PROPERTY OWNER AND NOT THE APPLICANT. APPLICANT FURTHER UNDERSTANDS THAT BOB HILL REALTY PROPERTY MANAGEMENT WILL BE ACTING SOLELY ON BEHALF OF AND AS AGENT FOR THE OWNER IN ALL MATTERS, TRANSACTIONS AND DEALINGS WITH THE APPLICANT AND/OR RELATING TO THE PROPERTY. APPLICANT FURTHER UNDERSTANDS AND AGREES THAT ALL INFORMATION AND STATEMENTS, BOTH WRITTEN AND VERBAL, PROVIDED TO BOB HILL REALTY PROPERTY MANAGEMENT MAY BE PROVIDED TO THE PROPERTY OWNER BY BOB HILL REALTY PROPERTY MANAGEMENT.

APPLICANT

APPLICANT

Move in Date: _____

Security Deposit Received: _____

Pet Deposit Received: _____

THIS APPLICATION APPROVED DECLINED.

BY _____

APPLICANT NOTIFIED BY: _____ DATE NOTIFIED _____