



TENANT ELIGIBILITY REQUIREMENTS & NOTICE OF AGENCY

- **NOTICE OF AGENCY:** Key Properties represents landlord/owner only.
- All occupants 18 years or older must submit a separate online application and pay a \$65.00 application fee. Please note application fees are **NON-REFUNDABLE** under any circumstance.
- All applicants must submit a valid government/state issued photo ID.
- **Qualifying is based on NET income, credit history, criminal background check, rental history or previous home ownership, and employment consistency and steadiness.** Net income requirement is 3 times monthly rent amount. All data provided will be verified using various state sites and national networks to verify the accuracy of the information provided. Any **UNPAID** rental fees, lease breakage fees or eviction, on credit report, is an automatic disqualification. All data may be shared with landlord/owner.
- Verifiable income documentation (last 2 month's payroll statements). If self-employed, you will need to provide completed tax returns and income documentation for the current year (last two months' bank statements). Other income such as retirement pension, court ordered child support, etc., must have verifiable documentation.
- Renters/Liability Insurance is required on all properties. Tenants must maintain a minimum \$100,000 liability policy and list Key Properties as interested party.
- Pet and Animal Policy: ALL Pets/Animals of any nature MUST be disclosed at the time of the application. Pets are on a case-by-case basis. The landlord/owner has the final decision as to the type, weight, gender, breed. A monthly Pet fee and Pet deposit will apply, per Pet. Aggressive Pet breeds are NOT accepted. Male cats must be Neutered. A third-party Pet/Animal Screening service is used and ALL applicants must create either a NO PETS OR ANIMALS profile (no charge), ASSISTANCE ANIMALS profile (no charge) or a HOUSEHOLD PETS profile (\$20.00 for the 1st pet and \$15.00 for every additional pet) by visiting the website link: <https://keyproperties.petscreening.com>
- Roommates are on a case-by-case situation and are permitted at the approval of the landlord/owner, if approved each roommate must individually meet the income criteria. Please check with the Property Manager for verification prior to completing the Application.
- Co-Signer/Lease Guarantees are on a case-by-case situation and are permitted at the approval of the landlord/owner. A Co-Signer/Lease Guarantee must meet the same criteria as an occupying tenant. In addition, the Co-Signer/Lease Guarantee must provide financial evidence that they can meet their personal debt obligations and the rent obligations of the prospect they are signing with. Application fees are \$65.00 and are non-refundable.
- Once the application is approved, the security deposit payment and signed lease will be required within 24 hours to secure and hold the property for up to two weeks max. The First Month's rent, Security Deposit, and any Pet Deposit, must be paid by certified funds, i.e. cashier's check, money order. NO PERSONAL CHECKS WILL BE ACCEPTED.
- Tenants should determine what necessary utilities are available for use and must arrange to have utilities turned on in tenant's name on or before move-in date. Tenant must provide proof of utilities in tenant's name before keys can be issued.
- Keys will not be issued to the Tenant prior to the commencement date of the lease. Please arrange to pick up the keys with the leasing agent or our office personnel between 9:00 a.m. & 5:00 p.m. weekdays.
- Property may be eligible for Rhino, an affordable monthly protection coverage that replaces upfront cash security deposits and lowers your move-in fees. For more information visit www.sayrhino.com
- IF MULTIPLE APPLICATIONS ARE SUBMITTED, ALL APPLICATIONS ARE PROCESSED AND CONSIDERED.

KEY PROPERTIES

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