



Application Procedure Checklist

Anna Victoria Group LLC, Property Management Company is an Equal Housing Opportunity provider . The management company is acting as agent for the Owner/Landlord working to protect the interest of the Owner/Landlord. However, our company's policy is to treat all parties fairly.

Thank you for considering us for your housing needs. Please review all of this information carefully and contact our office for any further assistance you may require.

1. Submit a Completed and Signed Rental Application

- Confirm that SSN or TIN #s telephone numbers and addresses are complete
- Rental Application should be legible

2. The Application Process includes credit, rental history, and criminal background checks.

- Application Fee: \$55.00 per adult applicant. All online Applicants must also complete and submit a jurisdictional application.
- All applicants 18 years and older must complete a credit check and a rental application.
- All persons, adults and children, who will be residing at the property on a regular basis must be indicated on the rental application form.
- \$130.00 fee - if a Small Business Credit Report is requested
- Applicants are screened on a first-come, first-qualified basis. All applicants are accepted or rejected by the Owner/Landlord.
- Credit history and income/employment history for a minimum of the preceding 24 months and housing references for the preceding 3 years are required. Satisfactory references are sought in these areas and special circumstances should be explained in writing, in advance, and submitted with original application whenever possible.
- Income and Credit Requirements are posted in the listings.

3.If applicant has subsidized housing a Valid Section Eight/Housing Choice (HOC) Voucher must be included in the package in lieu of the First Month's Rent check.





4. All applications must be accompanied by the following:

- Driver's License, State Issued ID or Passport NOTE: There may be multiple applicants registered for the property.
- Social Security or TIN Number
- Most recent pay stubs covering 1 month (4 weeks) of work, or Voucher Amount.
- Most recent W-2 or
- New employee offer letter dated within the last 30 days or relocation letter.
- If Military applicant, latest Leave and Earning Statement and relocation orders if this is a transfer to a new location or
- If self-employed, please provide latest filed tax return and Schedule C and bank statement
- Any documentation of Social Security, Disability, Public Assistance, or Retirement Income.
- Pet Screening - read pet screening attachment and follow the instructions

Suggestions for Application Approval:

1. Any and all special requirements, clauses, conditions and contingencies which are a basis for whether or not you will sign a lease - must be stated in advance, in writing, on the application.
2. Applications are entitled to review, in advance, the lease which they will be required to sign. Applicants are also entitled to review any Condominium or Homeowners Association documents prior to lease signing. Applicants will acknowledge and sign off on receipt of these documents when applicable.
3. Applicants are required to sign the lease within 2 business days following the application approval notification, or priority of placement will be forfeited.
4. Tenants MUST obtain a RENTERS LIABILITY INSURANCE POLICY. Proof must be furnished to the Anna Victoria Group, LLC Management Company prior to move-in.
5. A property offered for Sale and Rent simultaneously is subject to removal from the rental market upon the acceptance of a sales contract.
6. A property is considered available until the lease is signed.
7. If pets are allowed by the Owner/Landlord, and additional deposit is required, with the amount determined by the Owner/Landlord.
8. Leases of more than 12 months may include a rent adjustment in each additional year.





9. All move-in payments **must be in certified funds**. Security Deposit is due within 48 hours of acceptance of application. A full month's rent is due upon move-in. Any partial month's rent shall be pro-rated based on daily rent of move-in month.
10. Number of applicants cannot exceed those allowed by city/county/state regulations.
11. Minimum credit score of 580 (with explanation)
12. Verifiable source(s) of income of 4 times the monthly rent.
13. Verifiable source(s) of income for the 12 month period preceding this application.
14. Discretion by homeowner or property management company will determine if pets will or will not be accepted. If you have a pet, call the listing agent or property manager before submitting your application.
15. Satisfactory and verifiable rental history.
16. No evictions within the last 10 years.
17. No occupant with felony criminal convictions in the last 10 years.
18. No occupant with convictions within the last 10 years for crimes relating to violence, property theft, sexual offenses, crimes against minors or any type of crime that would threaten the peaceful living enjoyment of residential premises. No convictions for the possession, distribution, or manufacturing of drugs in the last 10 years.
19. PETS - a pet screening

NOTE: CREDIT HISTORY, RENTAL HISTORY & CRIMINAL BACKGROUND CHECK WILL ALSO BE CONSIDERED WHEN REVIEWING AN APPLICATION. IF YOU HAVE ANY VARIANCES FROM REQUIREMENTS ABOVE PLEASE BE SURE TO EXPLAIN THESE ITEMS WHERE SPACE IS ALLOTTED ON THE APPLICATION. FRAUDULENT INFORMATION WILL CAUSE THE APPLICATION(S) TO BE DECLINED.

Signature of all Adult Tenants:

