



## APPLICATION INSTRUCTIONS/POLICIES

### Davis Real Estate, Inc.

Thank you for your interest in a Davis Real Estate, Inc. (DRE) property. Below, you will find the instructions and criteria required for applying for a property managed by DRE. It is important that you read the information below prior to making application to understand what is required for renting the property. If you have further questions, contact DRE at (570) 748-8550..

#### **Application**

- It is a requirement that each applicant fill out a separate application, and is 18 years of age or older.
- It is required the entire application is completed online. Failure to supply information can mean denial of the application.
- DRE can make a computer available for you to complete the application. A paper application can be provided, there is an inconvenience charge of \$20 (in addition to the application fee) for this service.
- If a cosigner is required, the person applying as a co-signor must complete and application. Ask a DRE representative if the cosigner will be required to pay the application fee.
- DRE processes applications after receipt. Selection is not a first-come, first-served process. The most qualified prospect will be offered a rental agreement.
- When making application, applicants must furnish verifiable photo identification such as drivers' license, military ID, state ID, or passport. Identification from merchant stores is not acceptable.
- Applications are to be completed through our website, [www.lockhavenapartmentrentals.com](http://www.lockhavenapartmentrentals.com) Please contact the office if you need assistance (570)748-8550

#### **The Application/Processing Fee**

- A \$40.00 application fee is required per application, without exception, and is non-refundable.
- A \$25.00 application fee for cosigners is required as well, and is non-refundable. Student cosigners may qualify for a waiver of this fee
- This fee is to cover the costs incurred while processing the application.

#### **Basic Criteria**

- The general criteria for all applications are good , verifiable income, credit, and tenant history or ownership of all applicants, proving the ability to support the rental income and care for the property. Negative findings on one or more of the three areas can cause denial of an application: false documentation is immediate grounds for denial of an application.

#### **Income**

- All applicants are required to supply reasonable, reliable, and legal documentation on all income; all documentation on income is required in a timely manner.
- Examples of income are employee records, income tax records, social security documentation, monthly stipends, trust funds, and other sources that will reflect the ability to make monthly rental payments.
- DRE must be able to verify all income sources, and reserves the right to disqualify applicants for failure to prove income, supply adequate documentation, or prove the ability to support rental payments.
- 2 Years of job history are required

#### **Credit**

- DRE obtains a credit report for all applicants, and does not accept copies of credit reports from applicants, no exceptions.
- DRE accepts discharged bankruptcies, if the prospective tenant has re-established good credit,
- Negative credit reports can be grounds for denial of an application. A credit score below 600 may be considered .

#### **Rental History or Property Ownership**

- DRE requires a minimum of two (2) years of rental history, and/or homeownership, unless a co-signor is accepted or mitigating circumstances are proven
- All references must be verifiable and family references are not accepted.
- Negative references can be grounds for denial of an application.

**Acceptance/denial**

- DRE notifies applicants of acceptance or denial within 3-5 business days of completed application, unless DRE cannot complete verifications. If more documentation is required, DRE will notify the applicant.
- If accepted, applicants are required to follow requirements outlined on the DRE Rental Application for completion of renting.
- All applicants applying together must qualify; denial of one applicant results in the denial of all applicants.
- Giving false information is automatic grounds for denial.

**Pet Policy**

- Some types of pets are not permitted. Please discuss your pet with the leasing agent prior to completing an application.
- A photo of your pet must be attached to your application.
- Your pet may be required to come to the rental office to meet our staff prior to your rental approval.
- The name of your veterinarian will be required along with proof of license.
- You will be charged additional rent and a pet fee. A portion of the pet fee is not refundable.