



## **LEASING POLICIES AND PROCEDURES**

We thank you for choosing JLS Property Management and Executive Realty for your housing needs! We are an Equal Housing Opportunity Provider, and as such fully comply with all federal, state, and local fair housing, civil rights, and equal opportunity laws.

Below are the standards that all our applicants must meet. Any adult over the age of 18 must apply and meet these criteria. There is a non-refundable **\$50 per person** application fee, and this must be paid prior to processing your application. Failure to pay or submit documentation in a timely manner could cause your application to be denied.

### **Income:**

You must have verifiable income that exceeds three times the monthly rent. (For this calculation we will use 30% of your verifiable gross income) You will need to provide pay stubs, personal tax returns, bank statements etc. to be able to verify your income.

### **Rental History:**

You must have previous satisfactory rental history for at least 2 years. Both current and previous Landlord must provide positive and verifiable rental history. If you have ever been evicted or have been previously sued for any lease violations or damages, your application will be rejected. (Living with Family is not considered verifiable rental history) If you do not have 2 years of verifiable rental history, a co-signer/guarantor or advanced payment of rent may be supplemented in certain cases.

### **Credit History:**

Your credit record must be satisfactory. If you have accounts in collection, poor credit history, or late payments, this will negatively impact your application.

### **Criminal History:**

An applicant with a criminal history may be denied. This includes felonies, gross misdemeanors, or other violent or crimes involving dishonesty. If you have questions, please contact management.

### **Employment:**

You must have been employed by your current employer for a minimum of 6 months. Exceptions may be made if you are moving from out of the area to accept a job offer or promotion. This must be verified with an Offer letter on Company letterhead or something similar.

### **Cosigners/Guarantors:**

If you do not meet one or more of the above criteria, you may be able to qualify if you can get a third party to guarantee your lease. The same standards above apply for that individual.

### **Pre-Lease Deposit:**

This will be the same amount as the rent quoted and is required at the time of application to hold the unit or property. A hold can be placed for up to 30 days, if approved.

You will have up to 72 hours after being approved to decide if you want to move forward with the lease. If you decide within 72 hours not to proceed, the deposit will be refunded to you.

Lease signings must take place within 72 hours.

**Security Deposit:**

This will be the same amount as the rent quoted.

**Pet Policy:**

If your unit or property allows for a pet, we require the following.

- \$500 Non-Refundable Pet Move-In Fee
- \$50 a month rent per pet
- Only Dogs are typically allowed, but in some specific units Cats may be acceptable. (Breed restriction may apply per the terms of the individual units/properties' insurance policies)

We suggest inquiring about this prior to placing a hold, to ensure all questions and restrictions have been made clear.

**Additional Policies:**

The following are our normal policies for most properties, some exceptions may not apply. Please be sure to inquiry if an exception can be made prior to holding a unit or property.

- No Smoking on or around the building. (This includes garages, porches, decks, etc.)
- Tenant is typically responsible for all Utilities. There are some exceptions depending on the property, so please be sure to inquire, or see your lease as this will be included.
- Tenant is typically responsible for all Lawn Care and Snow Removal for all single family and duplex units. In most Multi-family units these services will be provided. Please inquire with questions or see your lease as this will be included.

All prospective tenants will be asked to provide Photo Identification prior to viewing any unit or property.

Any applicant that is found to have knowingly falsified, misrepresented, or withheld any information will be denied.

The following documents will also be requested at the time of processing your application.

- Driver's License or ID
- Past 3 months' paycheck stubs
- Past 60 days of bank statements
- In certain cases, we may also need your tax return to verify certain information.

If your application is denied for any reason not contained in the criteria above, your fee will be reimbursed to you.

Please contact our office if you have any questions, and we would be more than happy to work with you.

Thanks,

JLS Property Management