



The Selby Group

Residential Screening & Rental Criteria

Thank you for considering renting one of our homes! Before you apply, please review our application criteria.

We will NOT process incomplete applications.

- Applicants must be 18 years of age or older
- **No Smoking** in Any of The Selby Groups rentals
- No Sub-Letting
- We will NOT process incomplete application.

Rental and Criminal History Criteria

Your background check must show the following to be approved.

Criteria	Timeframe
No evictions filed	Past 5 years
No open rental collections	Past 5 years
No felonies related to illegal manufacture or distribution of a controlled substance, bodily harm, intentional damage or destruction of property.	Past 7 years

No sex offender registration	Ever
Average credit score above 580	As of application date

Income Verification Requirements

Your gross monthly income must be at least 3x the rent and you must provide any of the following

Income Verification Method	Document(s) Provided Must Show
Valid Paystub(s) from most recent 30 days.	<ul style="list-style-type: none"> Gross monthly earnings or Year-to-Date earnings
An official offer letter of employment	<ul style="list-style-type: none"> Salary Start date (must be within 30 days) Human Resources contact information on company letterhead
Social Security earnings	<ul style="list-style-type: none"> Your most recent disbursement statement from the Social Security Administration
Child support	<ul style="list-style-type: none"> A current court order 3 months proof of payment
Self-employment	<ul style="list-style-type: none"> Your most recent tax statement & 1099 The past month's bank statements must be provided.

Credit Score & Security Deposit Requirements

For any approved applicant, we require a deposit to secure placement.

- We require a security deposit based on your credit scores (see table below) to remove the property from advertising, once approved.

If you're applying with others, we use the average of each applicant's credit score to determine the required deposit amount. **It is not a requirement for everyone to have above a 580 credit score if applying with others.**

Credit Score	Refundable Deposit Required
No Credit	Not Qualified
<579	Not Qualified
580-619	2x Monthly Rent
620-649	1.5x Monthly Rent
650+	1x Monthly Rent

Please note that when moving in on the 15th or later of the month, you will need to pay not only the current month's rent and fees, but also the following month's rent and fees, since it is so close to the new month.

WHAT WOULD CAUSE AN AUTOMATIC DECLINE?

If we find unpaid balances due to landlords, insufficient income, or a recent or non-discharged bankruptcies. Unqualified occupants or pets can also be a reason for decline. Felonies of illegal manufacture or distribution of a controlled substance

within the last 7 years, felonies resulting in bodily harm or intentional damage or destruction of property for example, "arson", within the last 7 Years, or sexual related offenses for any time period

RENTAL APPLICATION

"We are pledged to the letter and spirit of the U.S. Policy for the Achievement of Equal Housing Opportunity throughout the Nation. We encourage and support a program in which there are no barriers to obtaining housing because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin."

The following must be submitted with this application:

- The application fee (non-refundable)
- Petscreening.com (non-refundable)
- A copy of each adults driver's license
- Income verification
- Each applicant must fill out their own application

We will not process an application until all documents have been received. Time is of the essence. Rental will continue to be shown and applications accepted until all documents have been received.

PLEASE PRINT LEGIBLY AND COMPLETE EVERY LINE:

APPLICANT: (Full Name): _____

DOB _____

(Check One) ___ Applicant ___ Co-Applicant ___ Roommate ___ Dependent

SSN: _____

D/L: (state & number) _____

EMAIL ADDRESS: _____

CURRENT ADDRESS: (No P.O. Boxes)

(Street, City, State, Zip)

___ Rent ___ Own *FROM _____ *TO _____ *MONTHLY PAYMENT: _____

HOME PH: _____ CELL PH: _____

CURRENT LANDLORD NAME AND ADDRESS:

LANDLORD PH: _____

IS YOUR LANDLORD A RELATIVE OR FRIEND __ Yes __ No

ARE YOU IN A LEASE? __ Yes __ No *IF YES, WHAT IS THE EXPIRATION DATE? _____

PREVIOUS ADDRESS (if current is less than two (2) years) – (No P.O. Boxes):

(Street, City, State, Zip)

__ Rented __ Owned *FROM _____ *TO _____ *MONTHLY PAYMENT: _____

LANDLORD NAME & PHONE: _____

IS THIS LANDLORD A RELATIVE OR FRIEND __ Yes __ No

CURRENT EMPLOYER: _____

Phone: _____ Fax: _____

Supervisor/Manager Email Address: _____

ADDRESS: _____

JOB TITLE: _____

SUPERVISOR NAME: _____

SALARY: _____ *PER __ week __ bi-weekly __ monthly

DATES OF EMPLOYMENT: From _____ To _____ = _____ years _____ additional months

PREVIOUS EMPLOYMENT: (If above employment is less than 2 years)

EMPLOYER: _____

Phone: _____ Fax: _____

Supervisor/Manager Email Address: _____

ADDRESS: _____

JOB TITLE: _____

SUPERVISOR NAME: _____

SALARY: _____ *PER __ week __ bi-weekly __ monthly

DATES OF EMPLOYMENT: From _____ To _____ = _____ years _____ additional months

OTHER INCOME:

A) Type: _____ \$ _____ per month

B) Type: _____ \$ _____ per month

REFERENCE (not relative/employer) NAME, ADDRESS and TELEPHONE:

ADDRESS (street, city, state, zip)

PHONE: _____

RELATIONSHIP _____

Date OF PROPOSED MOVE-IN: _____

How did you hear about us?

Were you referred by another agent/company? ___ Yes ___ No

(Name): _____

List the names (first & last) and date of birth for all prospective tenants:

- | | |
|----------|---------------|
| 1. _____ | D.O.B.: _____ |
| 2. _____ | D.O.B.: _____ |
| 3. _____ | D.O.B.: _____ |
| 4. _____ | D.O.B.: _____ |

AFFIRMATION: I, the UNDERSIGNED APPLICANT, affirm the information contained in this application is true, accurate, complete, and correct and agree that if this is not so, my application may be denied and/or my lease will be held in default and I may be subject to eviction. I understand due to Fair Credit Reporting Act, I will NOT be furnished a copy of my credit report from The Selby Group and that this application is the property of The Selby Group and a copy of this application and verification results may be furnished to the Property Owner upon its approval. I further understand that The Selby Group is acting as a legal agent for the Property Owner, and the Property Owner may be contacted for application approval in certain cases. Any such approval, denial, or

approval with additional conditions (such as a co-signer or additional security deposits amount) will be made in full compliance with any and all applicable Federal, State and Local Laws.

*** By initialing here, I affirm that I have read and understand the AFFIRMATION**

AUTHORIZATION: I hereby authorize The Selby Group to verify all information contained on the application and investigate consumer reports including, but not limited to, residential history (rental or mortgage), employment history, criminal history records, court records, and credit records, and authorize The Selby Group to contact ANY person or companies listed on the application. I understand that EACH prospective occupant is subject to approval. I understand that all applicants over age eighteen (18) must complete an application. If approved, applicant agrees to pay the security deposit within twenty-four (24) hours of acceptance or your application will be automatically rejected and you will forfeit any monies deposited. If Tenant does not take occupancy as agreed, all deposits made on said property will be retained by the Landlord as liquidation damages. I understand that if the property is occupied at the time the lease is signed, that I agree to hold The Selby Group and the Owner harmless, and waive any claim for costs/damages if the occupant fails to move out of the premises as promised by the Tenant.

***By initialing here, I affirm that I have read and understand the AUTHORIZATION**

APPLICANT SIGNATURE: _____

DATE _____