

APPLICATION CRITERIA FOR RENTING

Dear Applicants:

We think it's only right that we share with you how we conduct the application process and how we make leasing decisions. Please read this page about our criteria before filling out an application. We pride ourselves on being fair and transparent. If you feel you meet the criteria, please apply – because we would be happy to rent to you. Also if you have any questions or concerns, feel free to ask.

1. A completed and signed application from all proposed occupants over the age of 18 must be submitted. All fields need be filled in. Incorrect or misinformation will disqualify your application. Please note there are four (4) pages and the application needs to be signed.
2. We require all applicants to physically tour the unit before we process their applications.
3. A **\$30.00** screening fee per applicant, preferably via PayPal on HereBusyBees.com, or via cash, check or money order for running credit and eviction reports, for each application.
4. You must provide a government issued photo I.D. e.g Driver license or State Issued ID card. *(Note: not Military card)*
5. The same credit report from our agency must be used for all applicants. We require applicants have a minimum FICO score of 770 or greater, showing line-item account information. Monthly loan payments should be manageable, guideline no more than 50% of income.
6. You must have no records of eviction.
7. We require favorable responses from references and previous landlords.
8. Employment History and Sufficient Income: We require gross monthly income of 3.0 times the amount of the monthly rent per applicant. Gross Income must be verifiable through pay stubs, employer contact, or tax records. Other Income, including self-employment or Section 8 income, must be verified through respective tax records, bank statements and/or agency documentation.
9. Rental History must be verifiable from unbiased sources. If you're related by blood or marriage to one of the previous landlords listed, or your rental history does not include at least two previous landlords, your application may be declined.
10. You will be denied if you have a conviction for any type crime that would be considered a threat to real property or the ability of other residents to peacefully enjoy the premises.
11. Security deposit is equal to two (2) month's rent. An up-front payment of at least one (1) month's rent is required by cashier's check or money order when signing a rental contract.
12. We will make an offer to the first qualified party that meets all the criteria.
13. Please note that all of our properties are smoke-free. There is no smoking on the property.

Required Information to Be Submitted With the Application

(Prospective tenant: please include these documents upon returning the application:

- A. *Your application screening fee of \$30.00 for each applicant over the age of 18. It's fastest via PayPal on www.HereBusyBees.com but we can accept cash, check or cashier's check.*
- B. *Government Issued Picture I.D. (Driver license, Green Card or Passport)*
- C. *Proof of Income: Latest 2 paystubs with the application. For self-employed, independent contractor (1099 income) applicants, we also require your latest two years of tax returns and the latest two bank statements. For Section 8 applicants, please submit all Section 8 Voucher and HACLA application package documents with the application.*
- D. *Latest 2 bank statements.*