

## APPLICATION PROCESS AND LEASING QUALIFICATIONS

Thank you for choosing a property offered by **MVL Property Management, LLC** as your new home. We appreciate the opportunity to be of service to you. In order to make the application process easier, please follow the directions below.

Each prospective tenant 18 years of age or older must submit a separate application (including each spouse if married). Cosigners must also submit a complete application. In order to process your application, each prospective tenant must:

1. Complete, sign and date the Rental Application and Authorization to Release Information (3 pages);
2. Sign and date the Application Process and Leasing Qualifications Form (this form – 2 pages) indicating that you have read it; and
3. Submit the above **WITH A CASHIER'S CHECK OR MONEY ORDER** for a **nonrefundable Application Fee** of \$40.00 for the first applicant and \$35.00 for each additional applicant and cosigner except that the fee for married couples is \$40.00 only.

The first qualified and approved applicant who has completed the above will be accepted.

The following items are the leasing qualifications which each applicant must meet:

1. Income: You must have verifiable monthly income of at least three times the amount of monthly rent. If self employed, you must provide one of the following:
  - a. A copy of your previous year's tax return;
  - b. Copies of your previous six months' bank statements indicating a stable income source; or
  - c. A letter from your attorney or CPA certifying that your income meets our qualifications.
2. Employment: You must have current, verifiable employment and two years' employment history unless self employed. An applicant who does not meet all requirements (such as a full time student) will require a cosigner who meets all requirements.
3. Credit History: We will process a credit report for each applicant. Your credit history must meet our predetermined credit rating. Exceptions for medical reasons or prior bankruptcy will be considered.
4. Rental History: You must provide three years of verifiable residency indicating no outstanding debt to the previous landlord(s). If you are breaking a lease with a current landlord, you must provide a written release.
5. Age: You must be at least 18 years of age. All applicants who are not immediate family or who are 18 years of age or older must: a) complete an application, b) pay the application fee, and c) be listed on the lease as an occupant.

6. Automatic Rejection: Your application will be automatically rejected for any of the following;
  - a. Eviction by a prior landlord;
  - b. Outstanding debt or unpaid damages to a previous landlord;
  - c. Undisclosed criminal record, felony or misdemeanor;
  - d. Being registered as a sex offender;
  - e. Conviction of possession or distribution of a controlled substance;
  - f. Conviction of spousal abuse;
  - g. Currently pending the outcome of a felony or misdemeanor charge;
  - h. Bankruptcy in the past 5 years that has not been discharged/released;
  - i. Invalid social security number;
  - j. Outstanding federal tax lien, the repayments terms for which are not current;
  - k. False information on your application;
  - l. Incomplete application, including applicant signature on all pages of the application and this form;
  - m. Failure to pay the application fee and application deposit at the time of application submittal.

Regarding Pets: If the owner permits a pet, a Pet Fee and Pet Deposit are required. The Pet Fee is \$100.00 and is for spraying the property for fleas, etc., after you move out. The Pet Deposit is \$200.00 per pet and may be refundable if no damage is caused by your pet. More than one pet or pets weighing over 30 pounds are approved on an individual basis and with the owner's permission only.

**Disclosure: Real estate brokers and sales agents are required by law to make properties available without regard to race, color, religion, national origin, sex, or familial status.**

Our Privacy Policy is available on our website at [www.MontcoPropertyManagers.com](http://www.MontcoPropertyManagers.com) and at our office.

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Applicant Signature                      Date

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Applicant Signature                      Date

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Applicant Signature                      Date

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Applicant Signature                      Date

**WHEN MULTIPLE APPLICANTS APPLY FOR A PROPERTY, EACH APPLICANT IS EVALUATED SEPARATELY AND EACH MUST MEET THE QUALIFYING CRITERIA.**

Please deliver your completed application including all documents listed above, your application fee and your application deposit to our office at **PO Box 2486, Southeastern, Pa 19399.**

**All deposits, fees, and 1<sup>st</sup> month's rent must be paid by a CASHIER'S CHECK OR MONEY ORDER.**