



## **Resident Qualification Policy**

This company will not discriminate against any person based on race, sex, religion, age, color, familial status, national origin, or handicap.

The following Guidelines will be used in evaluation of your application for residency.

Kuenzel Realty dba Plex Property Management has a minimum of three requirements that must be fulfilled before any lease is approved. If any of the requirements is lacking in satisfactory information, then a guarantee of lease will be necessary.

***Our Privacy Policy Is Available to You Upon Request***

### ***HOW TO QUALIFY:***

#### **Employment / Income Verification:**

- On most of our properties, the gross monthly income for all tenants should be at least three (3) times the monthly rent amount.
- We require verifiable employment history for at least the past two (2) years. If you are self-employed, retired, or not employed, we can accept such documents as signed tax returns (2 years minimum), W-2's, bank statements (6 months minimum), paycheck stubs, etc. that provide proof of the applicant's ability to pay the rent. If military, we need a current copy of your LES.

#### **Residency:**

- We require verifiable residence history for at least three (3) years whether you currently own or rent.

#### **Credit History:**

- A credit report will be run on all applicants/guarantors. We will obtain a copy of your credit report. You cannot provide this to us, we will obtain this ourselves.
- Any account that is past due or that is delinquent within the past 24 months must have an approved explanation.
- A minimum credit score of 640 is required.
- A 'zero' credit score may be approved provided there are no outstanding balances or collections.

#### **Foreign Students:**

- Foreign and international students must provide a copy of the I-20 and/or bank statements.

#### **Criminal / Sex Offense / Terrorist Database:**

- We will check for inclusion in these databases, you must pass a criminal background check. • Non-violent & non-sex offender felonies may be considered on a case-by-case basis. • Minor misdemeanors may be approved with management's approval.
- Decisions on criminal history are only made once management reviews the final criminal background report.

**Pets:**

- Pet policies and deposits vary from home to home so please contact us to determine the pet policy for this home. Most homes are limited to the number and size of pets. • If a pet is allowed at an owner's property, the following requirements are fairly standard: ➤ \$300 non-refundable pet fee per pet, and a \$50 pet rent per pet.

***HOW APPLICANTS CAN BE DENIED FOR APPROVAL*****Applicants will be denied for the following or similar reasons:**

- False, inaccurate, or incomplete applications; credit scores, evictions, judgments related to rental residency, tax liens, unpaid child support; current bankruptcy proceedings; any felony offense which has taken place within the last ten (10) years, if there is a criminal conviction and the applicant has been out of prison or jail less than 5 years, multiple felonies, if the criminal offense was physical or violent in nature against either person or property, if the criminal offense involves firearms, illegal drugs or moral turpitude, domestic violence, sex offenses; and/or appearance on any sexual offense or terrorist database, any current 3-day notices to vacate.

**Applicants may be denied or required to pay additional deposit or rent for the following or similar reasons:**

- Insufficient verifiable income, excessive late or NSF rent payments, broken leases, property damages, unpaid rent, mortgage not current, foreclosures, credit scores or no credit score, excessive credit collection balances, slow pays, drug related offenses, if any criminal offense took place more than ten (10) years ago, or if the person has been out of jail/prison more than five (5) years and has perfect credit and rental history they have a chance to be approved. (They may only be approved if this was a one-time offense and was not of physical or violent nature. Multiple offenders will be denied regardless of credit and rental history.)

No property will be put on hold unless we have a signed rental application and a deposit hold agreement with a full security deposit.

The maximum number of people per unit is 2 people per bedroom.

- *EXCEPTION: if the applicant has a child under six (6) months of age or delivers a newborn after leasing, then the applicant will be required to move to a larger unit at the end of the lease, provided the child has reached six (6) months of age.*

Minimum of 18 years of age to enter into a lease agreement.

**HOW TO RENT ONE OF OUR PROPERTIES!**

Read the property listing

- We want you to know what is and is not included with the property!

Review our Criteria and a Sample Lease.

- We want you to self-evaluate whether it's worth your time to apply and to be comfortable with

the future lease you could be signing.

Drive by the property – Do not disturb any current residents

- We want you to like the neighborhood you might be moving to!

Call (888) 909-9718 or email [info@plexmanagement.com](mailto:info@plexmanagement.com) for a showing for ALL intended residents who are 18 and over.

Once you have completed these steps, you can provide all of the following online for each resident who is 18 and up by clicking on “Apply Now” on the property listing

- An Application
- Proof of income
- Copy of Photo ID
- Payment for the non-refundable \$40 application fee
- [If you are unable to submit an application online, please notify our office, [info@plexmanagement.com](mailto:info@plexmanagement.com)]

Please allow 24-48 hours for the processing of an application (additional time may be needed during the busy season or if references do not return calls quickly).

We may receive multiple applications for this property. We do not necessarily select the first application submitted. Selection of a resident is based upon better credit history, rental references, Proof of Income, Number and type of pets if allowed, and Move-in date.

Next Steps:

1. You will hear from us whether your application is approved or denied.
2. If you are offered to rent a property, you will need to turn in a Holding Deposit within 48 hours to secure it in the form of an online payment. This is always in the amount of a one (1) month’s rent made out to Plex Property Management and is fully applied towards your move in funds.
3. By your established move in date, you will have started any necessary utilities, submitted proof of renter’s insurance (not explicitly required for single family homes), signed your lease, turned in your remaining move in funds, and ultimately pick up keys! At this point we will have already completed a report of the property and you will have the opportunity to add any comments you would like; we do not do a walkthrough of the property with you.