



**EVERYONE 18 & OVER MUST SUBMIT A SEPARATE AN APPLICATION FOR REVIEW AT NO COST**

**Found a rental you wish to rent?**

**THE FIRST COMPLETED QUALIFIED APPLICATION IS TO BE ACCEPTED IN NO PARTICULAR ORDER**

**3 QUALIFIERS WE LOOK FOR WHEN PROCESSING A RENTAL APPLICATION:**

**1. CREDIT HISTORY**

*That shows consistent on-time payments with lines of credit.*

*This shows us your willingness to pay the rent.*

*Late payments, delinquent utilities, charge offs, and collections can be detrimental.*

**2. INCOME**

*That can be legally verified.*

*This shows us your ability to pay the rent.*

**3. RENTAL REFERENCES**

*From the past four years that are favorable.*

*This shows us how you take care of a property.*

*Renting from family or friends does not constitute as a reference.*

**If you have these qualifications:**

- Fill out a rental application *completely*. All information is vital and held in strict confidence.
- Provide Government Issued Photo ID & legal documentation of proof of income
- Pay **NON-REFUNDABLE** application fee
- **We accept the first completed qualified application in no particular order**

- One Application for each person over 18 years old that will be occupying the rental.
- Legal verifiable Proof of Income = most recent 3 paycheck stubs, most recent 3 bank statements showing deposits of income, if new employment a signed, dated letter of offer and acceptance is required from Supervisor. **OR if self-employed:** last year's Federal Tax Return; 1099 forms **OR if receiving SSI/SSD/EDD benefits:** official award letter/document from source, in addition to the last six months' bank statements. **All documents are to submit in PDF Format. No snap shots will be accepted**
- Residential Application Fee = **\$45 per person**; Commercial Application Fee = **\$60 Money Order, MC, VISA, AMEX, Google, and Apple Pay**  
**Cash and checks not accepted. Fees are NON-REFUNDABLE**
- Credit Report, Eviction and Criminal Background check will be processed on all applicants over 18 years

**ACES:** must be fully self-contained; current date-stamped photo of vessel; current registration insurance all in applicant's name.



**EQUAL HOUSING OPPORTUNITY**



Our rentals are made available, managed, and operated regardless of race, color, religion, sex, national origin, handicap or familial status. It is our goal to maintain a consistent procedure for selecting qualified applicants based upon clear objectives and to comply with all Fair Housing Guidelines.

ADA Issues: We strive to accommodate the needs of anyone with a disability.

**ALL INFORMATION IS HELD IN CONFIDENCE**

**Revised 08/22/22**

