



### **Tenant Screening Guidelines**

Crystal Lake Property Management is dedicated to finding the highest quality tenants for the properties we manage. All prospective tenants must go through a screening process. We require all prospective tenants to complete a Residential House Lease Application Form. One application is required for every intended occupant who is 18 years of age or older, excluding children 20 years old and younger living with parents or legal guardian. The application must be completed in full. Applications that are incomplete will not be considered. All areas of the application must be completed in full. **A \$35 screening fee is required for each individual application, payable by check or money order only.**

#### **Additional fees the Owner/Agent may charge:**

- Late Payment fee of \$75.00
- Tampering with Smoke or Carbon Monoxide detectors fee of \$250.00
- Dishonored Check fee of \$25.00 plus the amount that the bank charges landlord for processing the dishonored check.
- Early Termination of the lease fee \$\_\_\_\_\_ (equal to one and one half times the Monthly Lease Rate).
- Late payment of utility fee of \$50.00.
- Failure to clean up pet waste from a part of the premises other than the Dwelling unit fee of \$50.00.
- Noncompliance with written rules or policy fee of \$50.00.
- Failure to clean up pet waste, garbage, rubbish or other waste fee of \$50.00.
- Parking Violation or other improper use of vehicle fee of \$50.00.

#### **The Residential House Lease Application Form will require the following information.**

- Photo Identification. Driver's license preferred.
- Verifiable rental history. Three years of positive verifiable rental history from a third party reference. Rental history of more than one year but less than two will require an additional security deposit equal to one month of rent. Rental history of less than one year will require an additional security deposit equal to one month of rent and a co-signer on the lease. Inability to verify rental history will result in a denied application. Any applicant who has been evicted within the last three years will automatically be denied.
- Income and Employment Verification. Applicants must provide proof of monthly income equal to at least 3 times the monthly rent. Proof of income may include tax returns, pay stubs, employer verification or bank statements.
- Credit Requirement. A good credit rating is a requirement. Outstanding bad debt in the form of slow pay, collections, repossessions, liens, judgment and wage garnishment being reported to the credit bureau may result in a denied application. Applicants who are denied based on the credit report will receive a copy of the report. Discrepancies that exist on the credit report can be disputed by contacting the reporting agency. Upon correction of the report by the credit-reporting agency, the application will be reviewed for consideration.

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- Co-Signers. Co-signers must have an income equal to a minimum of four times the amount of rent and an excellent credit rating.

**YOU MAY BE DENIED IF:**

- You misrepresent any information on the application. If misrepresentations are found after the rental agreement is signed, your rental agreement will be terminated.
- In the last five years you have ever been convicted of the manufacture or distribution of a controlled substance.
- In the last five years you have a conviction for any type of crime that would be considered a threat to real property or to other residents' peaceful enjoyment of the property.
- If you have filed bankruptcy within the last 24 months or have had an FED (court ordered eviction).
- Previous landlords report significant complaint levels of noncompliance activity including but not limited to repeated disturbance of the neighbors peaceful enjoyment of the area, reports of gambling, prostitution, drug dealing or drug manufacturing, damage to the property beyond normal wear, reports of violence or threats to landlords or neighbors, allowing person not on the rental agreement to reside on the premises, or failure to give proper notice when vacating the property, or previous landlords indicate they would be disinclined to rent to you again for any other reason pertaining to the behavior of yourself, your pets, or others allowed on the property during your tenancy.

Complete applications are processed in the order which they are received. The first qualified applicant(s) will be eligible to enter into a Residential House Lease Agreement on the Property. A copy of the Lease Agreement is available for anyone who would like to review it prior to completing the application.

Upon notification of acceptance, applicants will have two business days to sign the lease agreement and make the required security deposit and the first month rental payment for the Property. Applicants who fail to do so may lose their place to another applicant for the Property. Money Order or Cashiers Check may be the only accepted form of payment prior to move-in. Rent payments after move-in are collected via automatic deduction from checking or savings.

My signature below indicates my understanding and acceptance of the Residential Housing Lease Application Guidelines and criteria for an approved application. I understand that the screening fees are non-refundable in the event my application is denied.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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