



Please read this page carefully before completing the application. Applications must be complete and all fees paid prior to submission for consideration. All completed applications are processed on a daily basis (Mon-Fri).

A completed application contains:

- A completed Whittington Group Realty rental application (*One for each individual 18 years and older*)
- Copy of a Valid Government issued ID
- 1 Months Verifiable Income
- 1 Months Bank Statements (recent last 30 days)

General Rental Criteria

Rental Application: Applicants must be of legal age, eighteen (18) years and over. Everyone who will be residing in the home and if over the legal age of eighteen (18) years must submit an application and pay the application fee.* All applicants must provide a valid Driver's License, State Identification card, Military ID or US Government issued picture ID upon submission of application. In order to help us complete your application in a timely manner, we ask that you complete every section of the application. There should be no lines left blank. If a line does not apply, please fill in with N/A. If you need to call us back with more information, please do so within your 72 hour grace period. Be sure to sign the application and date it where indicated.

Income Requirement: The gross monthly income of all lease holder(s) will be considered jointly and should equal 3 times the rental rate of the home. All income must be verifiable. Verifiable income includes 1 month most recent pays stubs, a recent offer letter from your current employer, or the previous year's tax returns. Section 8 vouchers and certificates may be accepted and are subject to approval of the property management team.

Self-Employment: Must provide the previous year's personal income tax return and the previous three months personal bank statements as evidence of sufficient income. Persons who hold jobs that are commission only, base salary plus commission, tips, or bonus will be considered self-employment.

Employment Verification: Lease Holder(s) must have stable and verifiable employment or, if unemployed or retired, will be considered self-employed and must meet the guidelines for self-employment.

Bank Statements: Applicants must provide previous 1 month's personal bank statements and not have more than 2 NSF or Overdraft's in that period.

Rental History: Up to 24 months of residency history will be reviewed and must exhibit no derogatory references (such as evictions, filings of initial evictions, or residential collections), and must have given 30 day notice to vacate to previous landlord. Any debt owed to an apartment community and/or utility company must be paid in full before the application can be approved. Forcible Entry and Detainers (Evictions) due to property damage, unpaid rent, drug use or any criminal activity will not be accepted under any circumstance. If you have no prior verifiable rental history, you will be assessed an additional fee of 1 month's deposit or asked to provide a qualified Co-signer.

Credit History: Although our decision is not solely based on credit, credit history should show that the resident has paid bills on time and does not have a history of debt write-offs or collection accounts. Any money owed to a previous landlord or to any utility company is cause for denial. Residency may also be denied due to poor credit history. Credit score above 600. If between 580 and 599 with compensating factors.

Bankruptcies: Bankruptcies must be closed for more than 30 days for consideration. Open Bankruptcies will be declined.

Co-Signer/Guarantor: A Co-Signer/Guarantor and/or additional security deposit may be required in the case of one of the following: 1) No verifiable income for full-time students; 2) Unsatisfactory credit rating; 3) Unverifiable rental history; 4) Unsatisfactory Income requirements. The Co-Signer/Guarantor must pass the same application and screening process, pay appropriate application fee, meet all the same requirements as the applicant and have a strong credit rating, verifiable income of at least 4.5 times the rent and their own rent or mortgage payment

Criminal History: Whittington Group Realty makes every effort to provide a safe and stable housing environment for its tenants. Our application process is transparent and thorough, and any applicant who is flagged with criminal history will undergo an additional level of screening to determine the amount of risk the applicant may pose to our property. This additional level of screening consists of additional factors, including type, recency, and number of offenses, all of which are considered to make a fair and objective decision.

Pets/Animals: All Pets/Animals are subject to Property Management Approval. Pet restrictions apply to breed type and size as well as a non-refundable pet fee of \$250 for 1 pet, \$400 for 2 pets, and \$600 for 3 pets (maximum allowed).* Please consider the following breeds "Unacceptable":

- Akita
- Bullmastiff or Mastiff
- Chow
- Alaskan Malamute
- Doberman
- German Shepard
- Husky
- Presa Canario
- Siberian Husky
- Staffordshire Terrier
- Wolf Dog/Wolf Hybrid
- Bull Terrier
- Pit Bull Terrier
- Rottweiler
- Any combination of these or any dog that has any of the above breeds lineage

Service or companion animals that assist residents with special needs will always be accepted, provided documentation is submitted. A pet deposit will not be charged for service or companion animal.

Fees charged by Whittington Group Realty:

- Application fee(s) – \$30 non-refundable fee charged per adult (all occupants 18 years or older who will occupy the property for a minimum of 20% of the duration of the lease)
- Holding fee – To remove the home from the market and place a temporary hold on the property. This fee is typically equal to 1 month of the rental payment, but is subject to a higher amount as per qualification guidelines.
- Pet fee(s) – if applicable, this fee will be due prior to signing lease

Contingency

Whittington Group Realty does business in accordance with the Federal Fair Housing Law (The Fair Housing Amendments Act of 1988). Agents understand that it is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status, or National Origin. This applies in the sale or rental of housing or residential lots. It also applies to advertising, the sale or rental of housing and the financing or appraisal process. In addition, blockbusting is illegal. To assure residents or buyers that we don't discriminate, we display Equal Housing Opportunity posters in our office and have its logo printed on our application forms.

*By submitting this application, applicant(s) acknowledge(s) and accepts the lease application will be approved or rejected on the basis of the information above. Falsification of any information on the lease application, provided documentation, or incomplete documentation will result in a decline of the application. Applicant(s) also agree(s) to submit all documents necessary to complete the application within 72 hours of the application date. All information must be verifiable. Failure to provide the documentation will result in a declined application and forfeit of all fees paid to reserve the home.