



## *Application Process*

Burlington Rental would like to Thank You for your interest in our available properties. Once you have viewed and selected a property the following items will be required before any decision will be made as to your application approval.

**Completed Rental Application**

Anyone over the age of 18 must complete rental application and pay **non-refundable \$30.00 application fee.**

**Copy of Driver's License**

**Landlord Verification**

Burlington Rentals will contact your current landlord to verify timely payments, condition of property, evictions will result in automatic rejection of your application.

**Employment Verification or Proof of Income**

Copy of two most recent pay stubs, Proof of Child Support, or any other source of income will be considered.

**Credit Check**

We will review your credit history, you may be turned down due to unpaid judgements, liens, charge offs, and or late payments.

**Criminal Background Check**

We will check your criminal record, your application may be denied due to any felonies or misdemeanors related to drugs, robbery, assault, sex offender, etc. If you are aware of any charges against you please discuss with us before filing an application.

**Renters Insurance**

Before occupying property and before any keys will be given out, you must provide a copy of Renters Insurance Policy covering your personal property and liability. During your entire tenancy with Burlington Rentals you will be required to

obtain at minimum a rental liability policy in the amount of \$100,000. Burlington Rentals must be named as interested party and be mailed a copy of such policy at each renewal period from your agent. Burlington Rentals can provide Liability Insurance for \$9.50 per month and can be added to your monthly rent. If you wish to have your personal property covered you will need to contact insurance agent to provide this coverage.

❑ **Utilities**

Before any keys will be given out to the property, all utilities must be switched over and confirmed with Burlington Rentals.