

## **Application Criteria**

### **CADENCE REALTY COMPLIES WITH THE FAIR HOUSING ACT IN MANAGING, RENTING AND LEASING ALL PROPERTIES**

It is our policy at Cadence Realty that no person shall be denied the right to rent one of our properties based on applicant's race, color, religion, national origin, sex, age, disability, marital status, or familial status.

#### **The Application Process**

Applications must meet the requirements of this Guideline. Each applicant 18 years of age and older must complete a separate application and pay the application fee, which is non-refundable.

- All adults planning to reside on the property must complete the application
- Application fees are to be paid via the website
- Applications are processed in the order received
- Additional applications will continue to be accepted until the approved applicant has signed the lease and paid the security deposit
- As a representative of the property owner, we must act in their best interests and will choose the best application if more than one has applied
- Processing will normally take 3 to 5 business days; however it can take longer if a complication arises such as difficulties contacting your past landlords or other references.
- All information on application is subject to verification.
- Applications will be denied if falsified
- Guideline requirements may be waived at the discretion of the property owner.
- Cadence Realty bases its decision to accept an applicant on credit, previous landlord information, employment and income. For example, if you have excellent credit but you receive a negative reference from a previous landlord, we will look at the other items such as employment to assist us to make a decision.

#### **Qualifications**

- **Occupancy History-** Cadence Realty verifies at least 2 years of rental/ownership history. A positive record of on time payments, lease/mortgage fulfillment, as well as no violations or damages
- **Credit History-** Applicants must have an acceptable credit score of 500 with no judgments, collections, or charges off accounts within the past 12 months. Credit history should positively reflect the applicant's ability and willingness to make payments as required by the lease. Exceptions may be allowed for medical bills and student loans
- **Employment-** You must provide us with your most recent paystub(s) to show proof of stable and verifiable current employment/income. The amount of the monthly rent must not exceed 35% of the applicant's monthly income. Other acceptable forms of income verification may include: a letter from employer on company letterhead, or the most recent W-2 form. For self-employed applicants, certified verification from applicant's accountant (i.e. K1)
- **Co-Signer-** In the event that you do not meet any one of the qualifications, an approved cosigner may be accepted, if the owner allows for it. Please refer to the co-signer application for those particular