GSG Property Management - Applicant Screening Criteria

1. **Our Application fees are Non-Refundable**: Everyone 18 years of age or older that will be occupying the residence more than 10 days a year, must complete an application and pay an application fee. An application is not complete unless all parties have completed the online application and paid their application fee. This is listed when they apply via our website as well at www.thegsgteam.com . Once an application comes in, we mark the property AR (Application Received in MLS). If they apply after the property is marked AR, the fee remains non-refundable. We process applications on a first come, first served basis. Please allow 2-3 business days for processing. Trampolines and businesses run from the property are NEVER allowed.

2. **Credit Requirements:** We prefer a minimum of a 600 credit score. Not all applicants must have above a 600 score, but the primary income earner should have at least a 600 fico. Additional security deposit can be negotiated if the applicant has below a 600 fico score on a case by case basis.

3. **Income Verification**: Applicants must earn a minimum of 3 times the rent in verifiable, gross monthly income. Income will be combined for all applicants. Meaning all income is counted (including roommates, partners, etc.) in order to obtain total gross monthly income. Income must be able to be verified with paycheck stubs, employer contact, tax records, and/or bank statements. If the applicants are self-employed, income must be verifiable thru a CPA prepared financial statement or letter, tax returns, or bank statements. Your employment history should be at least 6 months and should be guaranteed to continue. We do accept child support, separate maintenance payments, and alimony if you wish to disclose the income. Co-signers can be discussed on a case by case basis. They will be required to be on the lease and complete an application as well as provide proof of income.

4. **Rental History**: We will not accept an application with a broken lease or eviction in the last 5 years. We will verify rental history. Please make sure to include the landlord's name, phone numbers, and email if applicable. Rental history must be from a third party (non-family or relatives) and must be at least 2 years verifiable. Applicants must maintain renters insurance at all times.

5. **Pets**: Most of our properties are 'pet friendly', but per individual owner's insurance company requirements certain dog breeds are not allowed, please call us to verify. We prefer animals over 2 years old and under 50lbs. We never accept animals under 12 months old. The standard pet deposit is $250 per pet and is refundable (carpet cleaning with pet treatment required). Other animals will be approved on a case by case basis. Please provide documentation at application for any service animals.

6. **Move-in Date**: Lease will commence and rent will be due a maximum of 3 weeks from application approval or when the property becomes vacant, whichever is later. Rent is due at the start of lease. Utilities (water, electric/gas, trash) must be turned on in the applicant's name effective the start day of the lease.

7. **Fees and Security Deposits:** If the application is approved, the tenant must pay the security deposit and non-refundable processing fee of $99 within 2 business days. All monies must be in certified funds (cashier's check or money order). Rent will be due on or before the keys are released.