

MONARCH REALTY & MANAGEMENT, INC.

RENTAL QUALIFICATIONS

To apply for an Apartment / Home:

1. Fill out an application (information on each adult is required).
2. Submit an application fee (non-refundable) of \$35.00 for each adult.
3. Provide proof of income and valid ID's for each adult (Drivers license, state issued ID, check stub, bank statement, award letter, etc.,).

APPROVAL CRITERIA

CREDIT CHECK: Applicant must meet **MONARCH REALTY'S** credit criteria. (No outstanding rental balances to prior landlords or apartment complexes; No positive evictions or utility bills in collections; No car payments past due 30 days or in collections; A minimum credit score of 500). Other qualifying criteria will be considered also.

CRIMINAL BACKGROUND CHECK: A thorough criminal background check will be conducted on each adult. We will not accept anyone with a felony conviction and misdemeanors will be reviewed on a case by case basis. Other criteria will be considered also.

INCOME REQUIREMENT: Applicant's monthly household income must be equal to or above 3 times the monthly rent. Employment or income must be verified before application is approved.

RENTAL HISTORY: Applicant must have accumulated a rental history or ownership of primary residence in their name. Applicant's present or previous rental history must reflect timely payments, sufficient notice of intent to vacate, no unresolved complaints regarding disturbances or illegal activities, no unpaid rent or NSF checks, and no unpaid damage charges or failure to leave the property clean at the time of move-out. Evictions or Judgments will not be acceptable.

- ➡ Once a completed application is submitted with an application fee, processing will take approximately 3 to 5 business days to process.
- ➡ Approval to rent is not guaranteed and is subject to posted criteria. If applicant is approved, a security deposit must be submitted within 48 hours of approval in order for us to take the property off the market. The apartment / house shall be considered available until our office has received a money order or cashier's check for the deposit.
- ➡ Once the deposit is paid, upon move-in and signing the lease, the first full month's rent is due. Your second month is pro-rated.