

Mayfield-DeWolf & Associates

New Resident Qualifying Criteria

Thank you for your interest in leasing a Mayfield-DeWolf managed property. We actively seek good residents to make their homes with us. We strive to provide the best services possible. We have listed below the criteria for qualifying as a resident with us. Incomplete application packages will not be processed. No exceptions.

1. A separate application for residency must be fully completed, dated and signed by each applicant and each person age 18 or over who will occupy the dwelling. Each application & lease guarantor must submit a \$50.00 NON-REFUNDABLE application-processing fee (\$60 for married couples with the same last name) in order to process the application(s). Application fees and security deposit must be provided in separate payments. No exceptions. All applications must be accompanied by the application fee & the full security deposit to hold the dwelling. Only CERTIFIED FUNDS will be accepted (CASHIER'S CHECK or MONEY ORDER).
2. The rental application will be reviewed only after all items of the application package have been submitted. This way we'll have all information needed to determine your eligibility. Security deposits will not be refunded unless application is declined.
3. Each applicant must provide a valid state issued photo identification with their application and allow it to be photo copied. Example: drivers license or government ID.
4. Applicants who are first time renters or who do not have sufficient income under paragraph 6 below may qualify by having the lease guaranteed by a guarantor. The guarantor must have a gross monthly income of at least 5 times the monthly rent and must meet all other qualifying criteria. The guarantor must live in the USA and must meet all of the Resident Qualifying Criteria. The guarantor must complete and sign a lease guaranty agreement. The lease may be guaranteed only by a relative or employer.
5. Occupancy will be limited to no more than two (2) persons in a one-bedroom apartment, four (4) in a two bedroom unit, six (6) in a three bedroom unit or eight (8) in a four bedroom unit. All adult occupants will be considered as responsible residents under the Lease Agreement and will be asked to sign the Lease as a resident.
6. Employment and monthly income must be verifiable. Gross monthly income of all applicants must be equal to at least 3 times the monthly rent. (Otherwise a guarantor is necessary.) Acceptable income verification required may include pay stubs, a notarized letter from the employer, the most recent W2 or 1099. Self-employed applicants may be required to supply the most recent IRS tax return or certified verification from their company accountant or bank. Retired must provide documentation of ability to pay rent.

7. Applicant(s) may be denied occupancy for the following reasons, but not limited to:

- (a) Falsification of application by any applicant
- (b) Incomplete application by any applicant or applicants
- (c) Insufficient income (total of all applicants)
- (d) Criminal conviction, history of violent or sexual crime committed by any applicant or by other occupants (including children) who plan to live in unit
- (e) An unsatisfactory credit report of any applicant. An unsatisfactory credit report is one which reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies. Persons declined for no credit history may qualify with a higher deposit. (Credit reports are obtained; previous bankruptcy requires an additional security deposit equal to one month's rent)
- (f) Poor rental profile of any applicant. A positive record of prompt monthly payment, sufficient notice, with no damages is expected. (Rental history reports are obtained). Rental history of:
 - (g) Non-payment or frequent late payment of rent
 - (h) Eviction
 - (i) Skip
 - (j) Money left owing to a landlord
 - (k) Drug use
 - (l) Poor housekeeping
 - (m) Not properly maintaining the rental property or grounds
 - (n) Poor supervision of applicant's children
 - (o) Unruly or destructive behavior by applicant, applicant's children or applicant's guests
 - (p) Violence to persons or property by applicant, applicant's children or applicant's guests

8. Mayfield-DeWolf & Associates does not discriminate on the basis of race, color, creed, religion, sex, national origin, disability, sexual orientation or familial status.

9. Please Note: "If you give any false information on any submitted form(s), we may reject the application, retain all application fees and application deposits as liquidated damages for our time and expense and terminate your right to occupancy".

10. Property will remain on the market during the approval process.

11. All forms, applications and documentation become the property of Mayfield-DeWolf & Associates.

12. If we are unable to verify any part of the above qualifications within 5 business days from the date of application submittal, the application may be rejected and only the application deposit will be refunded.

