



ALDER PROPERTY MANAGEMENT

Rental Criteria

I. OCCUPANCY POLICY

- 1) Occupancy is based on the number of bedrooms in a unit. (A bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one window and a closet for clothing.)
- 2) Two persons are allowed per bedroom.
- 3) Exceptions are made for children under age two. Children under age two are allowed as a third occupant when the child resides with the parent or Other adult(s) maintaining proper legal custody.

II. APPLICATION PROCESS

Steps to become a resident at Alder Property Management.

- 1) Select your rental unit.
- 2) Complete the application on the designated form.
- 3) Pay your non-refundable credit/screening fee of \$40.00 dollars.
- 4) Once you have been approved, you will be required to pay the minimum refundable security deposit within 48 hours of the approved application.
- 5) Be prepared to wait two-three business days for the information on your application to be verified.
- 6) You are encourage to read the rental agreement at the time of application.

III. DISABLED ACCESSIBILITY

Alder Property Management allows existing premises to be modified at the full expense of the disabled person, if the disabled person agrees to restore the premises to the pre-modified condition the STANDARD requires:

- 1) Written approvals from the landlord before modifications are made.
- 2) Written assurances that the work will be performed in a professional manner.
- 3) Written proposals detailing the extent of the work to be done.
- 4) Documents identifying the names and qualifications of the contractors to be used.
- 5) All appropriate building permits and required licenses made available for landlord inspection.

IV. GENERAL REQUIREMENTS

- 1) **Positive identification with a picture will be required.**
- 2) A complete and accurate application listing the current and at least one previous rental reference with phone numbers will be required (*incomplete applications will be returned to the applicant*).
- 3) Each applicant will be required to qualify individually (*Individuals whose credit is not combined must submit separate applications.*)
- 4) Applicants must be able to enter a legal and binding contract.
- 5) Incomplete, inaccurate or falsified information will be grounds for denial.
- 6) Any applicant currently using illegal drugs or reporting a conviction for the illegal manufacture or distribution of a controlled substance shall be denied.
- 7) Any individual, who may constitute a direct threat to the health and safety of an individual, the complex, or the property of others, will be denied.

V. INCOME REQUIREMENTS

- 1) **Monthly income should equal 3 times the stated monthly rent.**
- 2) A current paycheck stub from the employer will be required if we are unable to verify income over the phone.
- 3) Verifiable income will be required for unemployed applicants. (*Verifiable income may mean, but is not limited to; Bank Accounts, Alimony/Child Support, Trust Accounts, Social Security, Unemployment, Welfare, Grants/Loans.*)
- 4) Self employed applicants will be required to show proof of income through copies of the previous year's tax returns.
- 5) If monthly income does not equal 3 times the stated monthly rent, a security deposit equal to two month's rent, qualified roommate or co-signer will be required.
- 6) You will be denied if your source of income cannot be verified.

VI. EMPLOYMENT REQUIREMENTS

- 1) **1 year of verifiable employment will be required.**
- 2) Self employed applicants will be verified through the state. A recorded business name or corporate filing will be sufficient to meet employment requirements.
- 3) An additional security deposit equal to two times one month's rent will be required when employment does not meet the requirements.
- 4) You will be denied if you are unemployed and an alternative source of income cannot be verified.

VII. RENTAL REQUIREMENTS

- 1) **1 year of verifiable rental history from a current third party landlord is required for an apartment, condo or townhome. 2 years of verifiable rental history from a current third party landlord is required for a house.** (*Rental references ending 12 months prior to the date of application will not be considered current.*)
- 2) Home ownership is verified through the county tax assessor. Mortgage payments must be current and not have any late payments.

