



hauensteinagency.com **AGENCY, INC**

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REQUIREMENTS TO COMPLETE AN APPLICATION

1. EMPLOYMENT

Call and verify employment and rate of pay.

2. LANDLORD REFERENCE

Contact current landlord (if applies) to get reference.

3. RUN CREDIT REPORT

Credit score no lower than 600.

Check detailed report for status on current charges.

Check number of late payments. (30, 60 & 90 days)

Any charge accounts closed with balances.

Any utility charges not paid.

Any current bankruptcy listed. If so, how was credit before and after the bankruptcy?

*Applications must be filled out completely and the \$30.00 application fee paid before it will be processed.

*Minimum rent to household income $1/3^{\text{rd}}$ of total income toward housing expense. Yearly income should be three to four times the amount of rent.

*An appropriate ratio of occupants to apartment size.

* Screening service for criminal history.

* No one under the age of 18 can apply as a party to a residential lease agreement.

* For self-employed income and non-employment income we may ask for tax returns and other proper documentation.

*** Security Deposit, first month's rent and \$35.00 lease preparation fee will be collected at the time of signing of the lease.**

***RENTERS INSURANCE REQUIREMENTS: \$10,000 IN PERSONAL PROPERTY COVERAGE AND \$300,000 IN LIABILITY COVERAGE**

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