

## **Company Rental Criteria\***

We are committed to providing a large selection of homes to fit various individual needs. Our available rentals include all price ranges, from cozy apartments to magnificent executive homes. With this in mind, we are committed to working with prospective tenants to find a home that can fit their personal situations.

Our rental criterion is the guideline that is followed for approving new tenants. Every situation is different and we try our best to work with all prospective tenants. If you feel like you would be a great tenant but do not meet the all the criteria below, please call and speak with a property manager about your situation. ALL individuals 18 years and older that will be living in the household must fill out an application. Qualification for a property is determined based upon the entire household. Property (unit) can only be held up to 10 DAYS before lease must start (e.g., occupancy begins).

### **Rental History**

- Twelve (12) months of verifiable rental history or home ownership.
- NO evictions.
- NO outstanding money owed to a landlord or Property Management company.
- Proper notice given to current or previous landlords.

### **Employment History**

- Twelve (12) months of current employment or six (6) months in a similar job.
- Self-employed persons will need to show proof of income for minimum of past 2 years, which includes 2 years tax returns and previous two months bank statements.

### **Income Requirements**

- Gross income (including co-applicant) shall be a MINIMUM of three (3) times the rent amount. Must be able to document all income.
- Ability to pay all deposits and rent in full, prior to move-in.

### **Credit Requirements**

- Established credit history.
- Discharged bankruptcies accepted with re-established credit. If you have questions regarding your bankruptcy, please call as they are handled on a case-by-case basis.

### **Criminal Records**

- Criminal convictions within the last seven years may result in the denial of your application.

### **I.D. Required**

- Each applicant 18 years of age and over will be required to produce a photo I.D. (e.g., a driver's license or other government issued photo identification card).

### **Smoking**

- No smoking is allowed in any of our units.

\* The above criteria is subject to change without notice and due to individual circumstances

### **Discussion on Pets**

- Small pets under ~30 lbs. and older than 18 months are allowed in most of our properties with additional fees and deposits. A maximum of two pets are allowed. Please call to discuss if you are uncertain that your pet qualifies.
- We require a photo of each pet for our file. The following breeds are not allowed: German Shepherd, Doberman, Pit Bull or Pit Bull mix, Staffordshire Terrier, Chow, Rottweiler, Siberian Husky, Akita, Malamute, Presa Canario and Wolf-Hybrid.
- Service animals are the exception. Please call to discuss. Documentation will be required.

### **Other Considerations**

- Any exceptions to these criteria must be submitted in writing to the rental agent for the landlord's review and consideration. If approval is then granted for such exceptions, additional security, and /or additional advance rent payments may be required.

- Our company policy is to report all non-compliances with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau.
- Our properties are rented on a first-come first-serve basis. After we receive a completed application with all supporting materials we no longer show the property, if we decline the application it will be available to rent again.

**Secondary Applications**

- If an application has already been submitted, the Property Management Company will accept **one** back-up application per property, but **WILL NOT PROCESS** the application, until the first position application has been officially denied. Your application still must include all of the necessary documents and funds to be placed in second position for the property. If the first application is approved, then all your funds will be refunded.

**Submitting an Application**

Thanks for your interest in one of our properties. To make the process as easy as possible for you to get into your new home, we have created this reference guide on how to apply to rent one of our properties.

**Steps to submitting an application:**

**1. COLLECT ALL NECESSARY DOCUMENTS:**

- Completed rental application PARTS I and II:** Read, fill-out and arrive with signatures for ALL ADULTS 18 years and older. If you need extra copies you can get them from our website. Otherwise, you can pick some up at our office. If you need more space on the application attach additional blank sheets.
- Copies of driver's license(s):** We will need a copy of each applicant's driver's license to verify signatures of applicants before requesting your credit history. We can make copies at our office if you bring each license.
- Rent auto-payment:** Avoid late fees, any unforeseen issues paying your rent, and the annoyance of delivering your rent each month with our auto pay program. Bring a voided check and your banking information (e.g., account number, ABA number, etc.) to utilize this program.
- Income documentation for each applicant:** Either a recent paycheck stub or documentation indicating how much consistent income each applicant makes. Child support and similar funds are accepted, documentation required. In general, the more documentation you provide the more efficiently your application can be evaluated.
- Collect other documentation:** Any other information you feel that is pertinent to your situation and will help us evaluate you as a potential tenant, please feel free to bring as much as you feel is necessary.
- Holding Fee In secured funds:** No cash. Holding Fee must be either a money order or cashier's check. The Holding Fee is fully refundable if your application is declined after our screening process.
- Application fee:** No cash. Pay application fee of \$40 dollars PER ADULT APPLICANT with money order or cashier's check. This fee covers the cost to conduct a credit and criminal review with your application.
- Pet Photo:** If applicable, please attach a photo of your pet(s).

- 2. SCHEDULE AN APPOINTMENT:** Call and schedule an appointment before you drop off application(s). We are required to have a licensed agent in the office when you submit your application. Please call to confirm a licensed agent will be present.

**Kalles Property Management Contact Information**

<u>Puyallup Office:</u>	<u>Tacoma Office:</u>	<u>Gig Harbor Office:</u>
2702 East Main #A Puyallup, WA 98372	6314 So. 19 <sup>th</sup> St. #3 Fircrest, WA 98466	7719 #A Pioneer Gig Harbor, WA 98335
P: 253-848-9393 F: 253-848-3532	P: 253-851-6060 F: 253-851-6255	Coming soon / No Mail Service!