



## Rental Qualifying Guidelines

Thank you for applying to live with Emerald Property Management, a division of Golley Realty Group. To obtain residency at one of our properties, each Applicant must meet the following rental criteria. Before you fill out an application, please read the following requirements.

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### **Income Requirements**

You must earn an annual income equal to three times the total rent. Proof of income can be supplied by providing your most recent paystubs covering the last 30 days of income. Self-employed Applicants must provide most recent tax return and last three months' bank statements. Proof of earnings from social security, child support, alimony or spousal support must be documented. Unverifiable income will not be considered.

### **Credit History**

You must have qualifying credit history. Management will obtain a credit history report. Management's decision to lease the property to you may be based upon this information. Management reserves the right to determine the amount you will be required to pay as a security deposit based upon your credit history. Unsatisfied judgments or liens will be an immediate denial. If you do not meet the qualifying credit history, then you may have a Guarantor sign a Guarantee of Payment. The Guarantor must meet credit and income requirements.

### **Criminal History**

A criminal history check will be completed to verify the information provided on the lease application. Management's decision to lease the property to you may be influenced by the information contained in the report.

### **Rental History**

You must not have been evicted or asked to move out by a previous landlord and must not have any outstanding balances to a previous landlord. If outstanding money is owed, you must show a receipt as proof of payment before being accepted. A minimum of two years of rental history in a nonrelative's rental is required, owning your previous residence can take the place of rental history.

### **Applicant Requirements**

Applicants must be a minimum of 18 years of age. Each person 18 years or older residing in the unit must complete an individual application. If the Applicant is a non-U.S. citizen, then the Applicant must provide a U.S. Immigration and Customs Enforcement document that entitles the Applicant to be in the United States through the expiration date of the lease agreement.

### **Approval Process and Property Move-In Condition**

Management will continue to advertise and accept applications for the respective property until the following has been completed:

- All applications are completed, verified, approved and all application fees have been paid.
- All Applicants have provided a government issued form of photo ID.
- All applicable non-refundable administration fees have been paid.
- First month's rent has been paid.

Fair Housing Laws prohibit discrimination based on various criteria including but not necessarily limited to race, religion, color, national origin, gender, sexual orientation, age, ancestry, marital status, veteran's status, familial status, lawful source of income and disability.

