

Rental Qualification Criteria & Lease Application



Thank you for choosing a Progress Residential home.

This packet contains our Rental Qualification Criteria and our Lease Application. Please read each of these documents thoroughly before submitting your Lease Application, \$45 Lease Application Fee, and Holding Deposit to us. *(Each person who is 18 or older will need to submit a separate Lease Application and Lease Application Fee.)* Below is a quick summary of our process.

Lease Application Review & Approval

1. Complete your Lease Application and submit it, along with your support documents and funds, to a Progress team member, your real estate agent, or online at the email address shown on page 9. Please review Section 4 of the Rental Qualification Criteria to get a list of support documents.
2. We will notify you of whether your Lease Application has been approved within 48 hours of receiving your full Application Packet (Lease Application + support documents + fees).
NOTE: We need your full Application Packet at least five days before your Move-in Date.

Move-in Date & Cost Sheet

1. When your Lease Application is approved, we will contact you to confirm your Move-in Date and Time.
2. After we confirm your Move-in Date and Time, we will send your Move-in Cost Sheet for review.

Lease Agreement

We will send your Lease Agreement to you via email for your electronic signature after we have confirmed your Move-in Date. Please make sure you sign your Lease Agreement within 48 hours to ensure the email and your Lease Agreement don't expire and your Move-in Date isn't delayed.

Move-in Orientation & Account Set-up

1. We will meet you at your new home on your Move-in Date, so that we can walk through your home with you to make sure you're familiar with all of its features and functions.
2. While we're there, we'll also assist you with setting up your Resident Services Account, so that you can pay your rent and submit service requests.

Rental Qualification Criteria

1. Occupancy Guidelines

The following occupancy standards apply based on two persons per bedroom, plus one person per home.

# OF BEDROOMS	MAX. # OF OCCUPANTS
2	5
3	7
4	9

# OF BEDROOMS	MAX. # OF OCCUPANTS
5	11
6	13

2. Age

Applicants must be 18 years of age or older, unless deemed to be an adult under applicable law with respect to the execution of contracts. *(Each person who is 18 or older will need to submit a separate Lease Application and Lease Application Fee.)*

3. Credit

A credit report will be completed on all applicants to verify credit worthiness. Income plus verified credit history will be entered into an application scoring model to determine rental eligibility. Late payments, collections, and charge-offs will be negatively scored. Open bankruptcies will result in an automatic denial.

When there is more than one applicant in the applicant group, each applicant's credit score will be averaged. An applicant who is denied due to criminal history, rental history, and/or civil court record will cause the entire applicant group to be automatically denied.

4. Income

The combined household income of all applicants must be a minimum of 3x the monthly rent. To verify income, we require a U.S. government-issued photo ID plus the following:

STATUS	DOCUMENTATION
Employed (currently)	Pay stubs for the past 6 current, consecutive weeks
Employed (starting new job)	Offer letter on official company letterhead
Self-employed	Income tax returns for the past 2 years <i>Note: We will average your gross annual income over the 2-year period to calculate your average monthly income.</i>
Out-of-State	Offer letter on official company letterhead or Letter of employment
Retired	Current statement from issuing agency AND Bank statements for the past 3 current, consecutive months
Other	Bank statements for the past 6 current, consecutive months for: bonuses, checking /savings accounts, child support, commissions, disability, GI benefits, pension, social security, or tips

Note: Some credit and income scoring results may require further income verification and additional financial information.

5. Guarantors

A guarantor is required for applicants who do not meet the income or credit requirements noted above. Only one guarantor (or married couple in states that require both spouses) per home is permissible. The guarantor is subject to the same guidelines as applicants, plus income must be four times the monthly rent. The guarantor must complete a separate Lease Application and pay an application fee. The guarantor will be required to sign the Lease Agreement and/or an addendum thereto.

6. Rental History

Prior rental history will be verified. Applicants will be automatically denied for the following reasons:

- Eviction within the last seven years.
- Outstanding debt/judgment to any prior landlord. Proof of any satisfied judgment will be required.

7. Criminal History

A criminal background check will be completed for each applicant. The Lease Application will be denied for criminal activity of any applicant that has resulted in a conviction within the time period prior to the Lease Application date, as follows:

OFFENSE	FELONY (YEARS)	MISDEMEANOR (YEARS)
Crimes against children	Declined regardless of time	Declined regardless of time
Sex-related offenses		
Homicide		
Kidnapping		
Drug sale, manufacture, distribution		
Other crimes against persons, property, or animals	10 years	3 years
Financial crimes (e.g., bad check, identity theft, fraud)	10 years	3 years
Other drug, prostitution, and/or weapons-related offenses	10 years	3 years
Traffic, alcohol-related, all other offenses	10 years	0 years
Deferred adjudication or adjudication withheld	5 years after completion of probation/parole	5 years after completion of probation/parole
Pending cases and/or arrest warrants		
Incarceration (due to conviction) release date	5 years	3 years

These criteria do not constitute a guarantee or representation that residents or occupants currently residing in one of our homes have not been convicted of, or subject to, deferred adjudication for a felony, certain misdemeanors, or sex offenses requiring registration under applicable law. Residents or occupants may have resided in one of our homes prior to implementation of this policy, and our ability to verify this information is limited to the information made available to us by the applicant(s) and credit reporting services. Residents or occupants who are convicted of any of the foregoing after this Lease Application, may be subject to forfeiture of Lease Application Fees or eviction, if conviction occurs after Move-in.

8. Falsification of Lease Application

Any falsification in an applicant's paperwork will result in the automatic denial of Lease Application and applicant will not be given the option of reapplying. If an applicant falsifies his/her paperwork, applicant will forfeit all deposits and fees paid.

9. OFAC

An OFAC (Office of Foreign Assets Control) search report will be completed for each applicant. Any applicant that appears on an OFAC list is subject to automatic denial.

10. Pets

No more than three animals are allowed per home. Acceptable pets include: dogs, cats, small caged animals, caged birds, and fish. Aggressive dog breeds including German Shepherds, Bull Terriers, Dobermans, Rottweilers, and any mix containing one of these breeds are prohibited. Livestock, farm animals (including potbellied pigs), and poisonous, dangerous, or exotic animals (such as snakes or spiders) are prohibited. Verified service dogs are allowed. A non-refundable pet fee in the amount of \$300 will be charged prior to Move-in, and monthly pet rent may also be charged.

11. Vehicles

No more than three vehicles are permitted. Boats or trailers are not allowed unless approved in writing by landlord.

12. Renter's Insurance

Landlord strongly encourages, and in certain markets may require, residents to carry a minimum of \$100,000 of liability insurance coverage and to have landlord, property manager, and their successors and assigns listed as additional insureds.

13. Holding Deposits

Once a Lease Application is approved, applicants must provide a holding deposit to reserve the home. Holding deposits are typically equal to one month's rent (but may vary based on the credit score results) and are non-refundable after 72 hours of submission. The holding deposit will be applied to the security deposit upon Move-in.

14. Lease Application Does Not Create a Lease

This Lease Application, even if accepted, shall under no circumstances be considered a lease agreement, or an offer to lease. No lease shall exist unless and until the parties enter into a formal lease agreement and applicant pays all required fees, deposits and advance rent.

15. Use of Information

The information in this Lease Application, or obtained as a result of the authorization given herein by the applicant, will not be sold or distributed to others. However, such information may be used to decide whether to lease to the applicant and for all other purposes relative to any future Lease Agreement between the parties including the enforcement thereof.

16. Commitment to Equal Housing

Landlord and landlord's agents are committed to providing equal housing opportunities to all rental applicants regardless of race, color, religion, national origin, sex, handicap, familial status, or other protected status. Landlord and its agents welcome qualified Section 8 voucher holders who have been approved for the Section 8 program by the local housing authority.

Lease Application

Property Address, City, State, Zip:	
Move-in Date:	Move-out Date:

Each occupant aged 18 or older must complete a separate Lease Application.

Basic Information	
Name (first, middle, last):	
Social Security Number:	Date of Birth (DD/MM/YYYY):
Driver's License/ID # (State):	Home Phone:
Work Phone:	Cell Phone:
Email Address:	

Current Address	
Street, Unit, City, State, Zip Code:	
How Long? From (Month/Year):	To (Month/Year):
Last Rent/Mortgage Payment Paid (Month):	Amount: \$
Owner's/Manager's Name:	Owner's/Manager's Phone:
Reason For Leaving:	

Current Employment <i>(Please attach support documents referenced in Section 4 of the Rental Qualification Criteria.)</i>	
Company Name:	
Address:	Company Phone:
Occupation:	Type of Business:
Supervisor's Name:	Monthly Salary: \$
Date of Employment – From (Month/Year):	To (Month/Year)

Occupants <i>(List all additional adults and children who will occupy the home.)</i>		
<input type="checkbox"/> Check this box if there will be no additional occupant(s).		
Name:	Age:	Relationship:
Name:	Age:	Relationship:
Name:	Age:	Relationship:
Name:	Age:	Relationship:
Name:	Age:	Relationship:

Additional Information
Have you ever been evicted for any reason? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a felony or misdemeanor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please explain any "Yes" answers, and include dates and location of the eviction/conviction:

Pet Information <i>(Maximum of 3 pets permitted.)</i>		
Type:	Breed:	Weight:
Type:	Breed:	Weight:
Type:	Breed:	Weight:

Emergency Contact	
Name	Relationship
Phone	Address

By signing below, the applicant acknowledges that he/she has read and met all of Progress Residential's Rental Qualification Criteria. Any falsification in the applicant's paperwork will result in the automatic denial of the applicant, and the applicant will not be able to reapply. In the event that an applicant falsifies his/her paperwork, the applicant will forfeit all deposits and fees paid.

I hereby authorize Progress Residential to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating my Lease Application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. I hereby expressly release Progress Residential, and any procurer or furnisher of information, from any liability whatsoever in the use, procurement, or furnishing of such information, and understand that my Lease Application information may be provided to various local, state, and/or federal government agencies, including, without limitation, various law enforcement agencies.

Applicant Signature: _____

Date: _____

Lease Application Checklist:

- ☐ Lease Application (*one for each occupant who is 18 or older*)
- ☐ \$45 Lease Application Fee (*one per Lease Application*)
- ☐ Copy of Government-Issued Photo ID
- ☐ Income Documentation (*Please review Section 4 of the Rental Qualification Criteria for a list of support documents.*)
- ☐ Holding Deposit

Submit your completed Lease Application to:



Atlanta

AppAtlanta@RentProgress.com



Las Vegas

AppVegas@RentProgress.com



Dallas

AppDallas@RentProgress.com



Phoenix

AppPhoenix@RentProgress.com



Houston

AppHouston@RentProgress.com

For additional assistance, contact us at 888-878-5016 or CustomerCare@RentProgress.com.