



# Rental Qualification Criteria & Lease Application

Before applying to lease a home, please review the qualification requirements outlined below. All persons 18 years of age or older will be required to complete a separate rental application. A \$45 application fee will be charged for each application. You can find our rental application at [www.rentprogress.com](http://www.rentprogress.com) by selecting Help or Apply Now on the home page.

## 1. Occupancy Guidelines

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

Two Bedrooms	Five Persons
Three Bedrooms	Seven Persons
Four Bedrooms	Nine Persons
Five Bedrooms	Eleven Persons
Six Bedrooms	Thirteen Persons

## 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.

## 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 denied due to criminal history, rental history and/or civil court record will automatically deny the entire applicant group.

## 4. Income

Combined household income of all applicants must be a minimum of three times the monthly rent. To verify income we accept the following:

- For currently employed applicants, we require six weeks of most recent pay stubs; if starting a new job we require an offer letter on official company letterhead. Current and future employment will be verified.
- For self-employed applicants, we require the past two years' income tax returns. Gross annual income will be averaged over the two-year period to determine average monthly income.
- For retired applicants, we require a current statement from issuing agency combined with at least three months' bank statements showing supporting direct deposit from subsidy/benefits agency.

Additional sources of income should be disclosed and may be considered. These sources may include but are not limited to bonuses, tips, commissions, GI benefits, disability, social security, pensions, child support and checking/savings accounts. Verification of these sources will require applicant to provide at least six current, consecutive months of bank statements.

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 per home is permissible. The guarantor is subject to all of the same guidelines as applicants, but its income must be four times the monthly rent. The guarantor must complete a separate application and pay an application fee. The guarantors will be required to sign the lease and/or an addendum thereto.

## 6. Rental History

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

- An 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 application will be denied for criminal activity of any applicant that has resulted in a conviction within the time period prior to the 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 person, 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. There may be residents or occupants that 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 resident and credit reporting services. Residents or occupants that are convicted of any of the foregoing after this application may be subject to forfeiture of application fees, or eviction, if conviction occurs after move-in.

## **8. Falsification of Application**

Any falsification in an applicant's paperwork will result in the automatic denial of 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 \$300.00 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 an 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. Application Does not Create a Lease**

This 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 application or obtained as a result of the authorization given herein by applicant will not be sold or distributed to others. However, such information may be used to decide whether to lease to 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 agent welcome qualified Section 8 voucher holders who have been approved for the Section 8 program by the local housing authority.

## APPLICATION TO RENT

Property Address, City, State, Zip:

*Complete a separate application for each adult resident aged 18 and older*

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/Manager's Name	Owner/Manager's Telephone
Reason For Leaving	

  

Current Employment	
Company Name	
Address	Company Phone
Occupation	Type of Business
Name of Supervisor	Monthly Salary
Date of Employment - From	To

  

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 the location of the eviction/conviction:	

Pet Information		
Pet 1:	Breed:	Weight:
Pet 2:	Breed:	Weight:
Pet 3:	Breed:	Weight:

Emergency Contact	
Name	Relationship
Phone	Address

By signing below, applicant acknowledges that he/she has read and met all of Progress Residential's rental requirements. Any falsification in Applicant's paperwork will result in the automatic denial of applicant and applicant will not be able to reapply. In the event that an applicant falsifies his/her paperwork, 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 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 application information may be provided to various local, state and/or federal government agencies, including, without limitation, various law enforcement agencies.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

# Please submit your completed application to:



## **Houston**

Houston@RentProgress.com



## **Dallas**

Dallas@RentProgress.com



## **Atlanta**

Atlanta@RentProgress.com



## **Las Vegas**

LasVegas@RentProgress.com



## **Phoenix**

Phoenix@RentProgress.com

For assistance, please contact us at 888-878-5016 or CustomerCare@RentProgress.com.  
A Progress Residential representative will follow up with you within 48 hours.