

## Prospective Tenant Leasing Policy

Thank you for considering a property managed by 5 Star Property Management. Please take a moment to review this Prospective Tenant Leasing Policy. Completed applications and other required documents can be submitted to our office, via fax (253) 444-5381 or email to: [info@5starpropertymgmt.com](mailto:info@5starpropertymgmt.com).

An application is considered "complete" upon receipt of a signed application, 2 months' worth of pay stubs, screening fees AND viewing of the unit. Unit will be considered **available** until all items above are received and/or fulfilled.

Please be advised that renter's insurance is **required** for all units managed by 5 Star Property Management. Tenant must **buy and maintain** insurance during the term of their rental agreement. Proof of insurance must be provided prior to occupancy.

Smoking of any kind is prohibited in all units – no exceptions.

Occupancy must be limited to no more than two persons per bedroom. Studio units are considered to be one bedroom.

Prospect(s) must initially provide current unmistakable identification. Government issued identification such as: valid driver's license, military ID, or passports are considered acceptable.

A credit report will be pulled, eviction records, and criminal background check will be performed. Applicant may be denied for: open, dismissed or discharged bankruptcy within a 12 month period. Unpaid judgments, rent and/or utilities or unpaid balances for damages to a rental unit, evictions filed within the past 7 years, unverifiable rental history, less than 9 months of rental history, drug related criminal offenses, sex crimes, manslaughter, burglary, kidnapping, vehicle prowling, murder, registered and unregistered sex offenders, forgery, arson, dishonorable discharge from the military. Rental history must not include more than two: late payments, NSF checks, or complaints within a 12 month period. No unauthorized pets or occupants. Applicant(s) with credit challenges may be required to pay additional security deposit.

If a co-signer is required, the co-signer must fill out an application, provide verification of income, and must be able to support their current financial obligations coupled with the applicant's rent obligation.

Employment will be verifiable through employer contact. Applicants with less than 9 months of consecutive employment may be denied. Prior 60 days' worth (2 months) of pay stubs or prior year tax records are required to document income. Monthly income should be at least three (3) times the rental amount due. Income must be verifiable. Applicant(s) may be required to qualify separately if they do not have 1 year of shared verifiable rental history.

Non-employment will be verified through statements from the Agency providing income to the applicant (Social Security, Disability, etc.). Self-employment records will be verified through current and prior year tax records.

False or misleading information provided by applicant(s) (written or verbal), or omission of material fact will result in denial of application.

Application fees must be paid before applications are processed. An application fee is \$40 per person.

If pets are allowed, a refundable pet deposit of \$500.00 per pet is required. Dangerous breed pets such as Pit-bulls and/or Rottweilers are prohibited.

Holding Form must be signed and fees must be paid within 24 hours after approval.

