

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.

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. Proof of social security number, either through social security card or a copy of a W-2 with it listed is also required.

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 employment history, criminal offenses to include drug and sex crimes or others resulting in a felony charge, and 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. We DO NOT pre-screen and all individual screening decisions are made on a case by case basis.

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 **must be verifiable** through employer HR department providing a fax number or email address. If your verification requires going through THE WORK NUMBER the fee of \$30 will be added. 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, \$70 IF EMPLOYMENT IS VERIFIED THROUGH THE WORK NUMBER.

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

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

****APPLICATIONS WILL NOT BE ACCEPTED WITHOUT ALL DOCUMENTATION****

To be considered a complete application, include the following:

(check box to show included with application)

- Completed application form signed by all individuals over the age of 18
- Consecutive paystubs or proof of income for the last 60 days
 - ◇ Student loans and/or grants are not an accepted as monthly income
 - ◇ Must be able to provide proof of at least 9 months consecutive work. Previous employer paystubs will be required if you have not been at your current job for at least 9 months.
- Copy of valid driver's license or other valid government issued ID
- Social Security number verification
- Screening fee of \$40 per person over 18 (payable via cash or money order)
- Initial that you have read our Leasing Policy _____ (initial)
- Initial that your holding fee must be received within 24hrs of application approval _____ (initial)
- Individuals must provide proof of living together for a minimum of 1 year in order to qualify for combined income, OR individuals will need to qualify separately.

You can submit your application one of the following ways:

- In person at our office: 10025 Lakewood Dr. SW, Ste F Lakewood, WA 98499
- Via E-mail to info@5starpropertygmt.com
- Via Fax to (253) 444-5381.

Our office is open Monday-Friday from 9am-5pm. These are the only methods that applications are accepted. Please give our office a call if you have questions,
253-314-1057.

We do not accept application on site at showings.