

POLICY ON RENTAL APPLICATION AND RESIDENCY

1. Interested parties may take a virtual tour at <http://rental.ithelpme.com> or may make an appointment with landlord for property showing.
2. **All prospective tenants** will be asked to fill in an application to rent authorizing a check of credit and background / personal information. *Separate* applications must be filled out in full and submitted for *all* occupants age 18 or over. Applications, fees and copies of requested documents may be emailed to: Phyrun@gmail.com. All information on application **must** be filled out. Any missing information may delay the process and landlord may request that the application be resubmitted or landlord may reject the application in its entirety.
3. Necessary fees must be submitted for each adult before we will process the application(s). We will collect a pool of applicants and review the weight of each applicant prior to processing the credit check fees. We will not process the credit fee if we feel that our criteria has not been met through the paper screening. Think of this like a job application and only the best candidate will proceed to the “hiring process”. If we do not process your application because our criteria hasn’t been met, then we will not proceed and will shred or delete your application as well as not process the credit check fee or refund you for security reasons. For those that meet our criteria, we will proceed to process your credit check fees which are NON refundable. Going through a credit check does not guarantee tenancy as we must weigh all factors.
4. We will thoroughly verify:
 - a. Credit rating and background of applicant(s)
 - b. Amount of income of applicant(s)
 - c. References of former or present landlords
5. After processing the application(s), tenant(s) will be notified and if accepted, a rental agreement will be filled out and signed by landlord and **all** adult occupants
6. A full deposit will be collected at the time of approval. The first month’s rent must be collected prior to allowing applicant to move into the property. The security deposit and first month’s must be paid with **secured funds** (i.e. Money Order, no personal checks until after 1st month). *We make no exceptions to this policy.*
7. A copy of the rental agreement is given to the tenant and the original is kept by the landlord.
8. These are our standards. We ask that you read and understand these guidelines before submitting your application. Thank you.

If you have any questions or concerns, please call me at 408-357-4364 or email me at Phyrun@gmail.com