

## GUIDELINES AND REQUIREMENTS FOR RENTAL PROPERTIES MANAGED BY LEPI & ASSOCIATES REAL ESTATE SERVICES

### What You Need to Apply:

1. Completed application
2. (2) Proofs of income
3. Copy of Driver's License/Photo ID
4. \$25 App Fee/applicant

### Rental History Requirements:

1. Proof of rental or homeownership history of at least 2 years. Applicants with prior eviction within last 5 years will be denied.
2. Positive rental history includes: No late rent payments or NFS's No unauthorized occupants and/or pets. No outstanding balances due to current or prior landlords.

### Credit Requirements:

1. 600+ credit score for at least one adult applicant. Credit > 600 may be considered with an increased security deposit dependent on the number of negative trade lines.
2. No late payments, collection/charge off accounts, tax liens, judgements, or repossessions.
3. Bankruptcy within 12 months will not be accepted.

### Income Requirements:

1. Household income must be at least 4 times the monthly rent.
2. Proof of work history of at least 2 years good standing, at least 6 months history with the current employer.
3. Income must be verifiable. Proof of income includes: last 2 paystubs with year-to-date earnings, letter from employer for new employment, SSI/SDI certificate.

### Other Conditions:

- Applications are processed within 5-7 business days
- Applicant understands that Lepi & Associates approves or denies each application. The Property Manager and/or Property Owner reserves the right to deny an applicant who does not meet Lepi & Associates approval criteria.
- In the event multiple applications are received for the same property, the applicant with superior qualifications (higher credit score, higher income, etc) will be approved.
- Upon approval, Lepi & Associates will require that applicant pay the entire security deposit to secure rental. Property will remain on the market until the security deposit has been paid in full.
- All utility accounts must be placed in the tenant's name as of the date of possession of the property.
- Renter's insurance must be in force upon occupancy and throughout tenancy.
- First month's rent must be paid on or before tenant's move in date and before keys are provided.
- Most Lepi & Associates properties do not allow pets and are always non-smoking. If the property allows for pets, Pet Rent and additional Non-Refundable Pet Fee will be required.