



## **Application Instructions for Residency**

Review the Resident Criteria PDF found at our website.

- Click on the RENTALS tab and click on the property of interest to you.
- Click on the “Apply for this property.”
- Complete your application.
- Enter “N/A” or “0” in fields not relevant for you.
- Each adult, 18 years and older residing in the property completes their own application.
- You will receive a confirmation email after you complete your application.
- You will be contacted by email to assist you through the application process.
- Application fees are nonrefundable.

Please contact the following should you require assistance:

[ProfitablePropertyRealtyLLC@gmail.com](mailto:ProfitablePropertyRealtyLLC@gmail.com)

Please complete your application at our website:



[ProfitablePropertyRealty.managebuilding.com](http://ProfitablePropertyRealty.managebuilding.com)

## **PROFITABLE PROPERTY REALTY LLC**

### **RESIDENT SELECTION CRITERIA**

- 1) All adult applicants 18 or older must submit a fully completed residency application and the required fee. Applicant must provide proof of identity. A nonrefundable application fee will be required for all adult applicants. Applicant may be required to be approved by a condo/homeowner's association and may have to pay an additional application fee or an additional security or damage deposit.
- 2) Applicants must have a combined gross income of at least 2.5 times the monthly rent. We reserve the right to require a cosigner. A minimum of two years residential rental history is desired.
- 3) Credit history and or Civil Court Records must not contain slow pays, judgments, eviction filing, collections, liens or bankruptcy within the past 5 years.
- 4) Self-employed applicants may be required to produce upon request 2 years of tax returns or 1099s and non-employed individuals must provide verifiable proof of income.
- 5) All sources of other income must be verifiable if needed to qualify for a rental unit.
- 6) We will conduct individualized assessments that consider mitigating factors, such as facts & circumstances surrounding the criminal conduct, age at time of conduct, evidence of good tenancy before and after conduct, nature & severity of conviction and the amount of time that has passed since the conviction for applicants with criminal charges and convictions. Criminal history which indicates that an applicant's tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy could result in substantial physical damage to the property or others may result in rejection of the application.
- 7) Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no unpaid NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination.
- 8) No pets (except for medically necessary pets for the benefit of the occupant(s)) of any kind are permitted without specific written permission of landlord on the lease addendum, a nonrefundable pet fee acceptable to the landlord and/or an additional pet deposit or additional security deposit. Fees and deposits are waived for medically necessary pets.
- 9) Fees for general house cleaning, carpet cleaning, rekeying etc. may be charged against the security deposit after the lease terms ends in accordance to the lease.
- 10) Applicants will be required to pay a security deposit at the time of lease execution in a minimum amount of one month's rent. We reserve the right to require a higher security deposit depending on the outcome of the application process with approval of the landlord.
- 11) The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.
- 12) Any exceptions to our company's criteria will need to be submitted in writing for presentation to the landlord for consideration. If approval is authorized for such exceptions, additional security, cosigners, and/or additional advance rent payments may be required.

Profitable Property Realty follows best practices treating all applicants equally in accordance with Fair Housing Laws.

Please contact our office at 904-888-9954 or email at ProfitablePropertyRealtyLLC@gmail.com should you require any accommodations or assistance with completing your application.