



## **Before You Apply**

Thank you for your interest in our rental property. Please take this time to read about our company, procedures, and policies before making the decision to apply for tenancy in one of our properties. It is important to understand the process before committing to working with us or any property management company.

### **Viewing the Property**

By now, you've either seen the property with a representative from Springs Home Finders or you have been shown by another Realtor. If you have been shown the property by another Realtor, please do not hesitate to contact them with questions about the property or application procedure, as they are paid for their services. If you are unable to view the property, you may still apply, however, you will be required to sign a sight unseen addendum.

### **Application Process**

After viewing the property, you will work with the agent that showed you the property to fill out and submit your application. The application will be found online at [springshomefinders.com](http://springshomefinders.com). All application fees are **non-refundable**, no exceptions. After you've submitted the application, please allow 48-72 business hours for approval or denial. Approval or denial is based on a combination of your credit scores, rental history and job verification and any other information received such as criminal background, and debt to income ratio. Most landlords require 3 ½ times the rent verifiable income. We also verify job references, personal references, and rental references, etc., so please be sure to provide the best contact information for those references. Depending on findings, you will be approved, approved conditionally, approved conditionally with increased security deposit, or denied.



## **Denial**

Typical reasons we will deny an application are for negative credit findings regarding home rentals or ownership (gas collections, water collections, apartment collections, etc.), previous evictions, collections/judgments, failure to disclose any information and incomplete applications. Also, income must be verifiable, if you are self-employed you will need to provide 2 years of tax returns. Our property owners reserve the right not to accept certain pets, and we will not approve any dangerous breeds of dogs, specifically: Pit Bull, Rottweiler, Chow, Bull Terrier, American Doberman, Akita, and Wolf hybrids, and no puppies or dogs under 2 years of age.

## **You're Approved, Now What?**

Once you are notified of approval, you will be required to submit the security deposit in certified funds within 48 hours of approval. If you have pets, your non-refundable pet deposit in certified funds will be due at the same time. We will continue to show the property to others until a qualified applicant has been approved and security deposit are received. The pro-rated first month's rent is due on move-in day at the time of the walk through or before. The first month's rent must be paid by cash or certified funds. If you take occupancy on or after the 15th of any month, you may be required to pay the following month's rent at this time as well. ALL utilities are required to be put in the tenant's names by the day of move in- we will provide information as to which companies you are required to set up.