



## Tenant Minimum Requirements/Qualifications

1. Prior favorable rental history of at least 1 year for each applicant/married couple.
2. Positive reference(s) from previous landlord(s).
3. **Each** individual applicant's total monthly income is at least 2.5x the monthly rent amount. Each married couple's monthly income is at least 2.5x monthly amount.
4. Individual applicant or married couple applicant's total monthly income is at least their total monthly expenses.
5. Verifiable source of income or employment. Applicant has maintained the same verifiable source of income for at least 90 days.
6. No prior evictions, judgments, collections or liens from former landlords. No negative notices *of any kind* issued by present or previous landlords.
7. No more than 3 tenants (including children 18 years or younger of primary applicant or co-applicant) to a 1 bedroom unit or 5 tenants to a 2 bedroom unit or 7 tenants to a 3 bedroom unit --**OR a reasonable number of tenants given the size of a unit**. This is a rule of thumb. The number of tenants reasonably allowed at a given property will be determined by the property manager &/or owner of the property.
8. ALL prospective tenants age 18 and older (including children) must truthfully and completely fill out and sign application paperwork and pay the required non-refundable application processing fee of \$35 per individual. Keyway Properties does not rent to minors, unless formally emancipated with verification of such and meeting all other requirements.

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9. Applicant must provide current official picture I.D. such as driver's license or state issued I.D. card. Proof of Social Security Number (SSN) is required in order for Keyway Properties to run necessary credit report, etc. Copies of a current/past pay stubs/proof of income may be required. Other documentation may become necessary in the course of screening.

10. Applicant must pay full rent amount due and full deposit required **PRIOR** to occupancy.

11. If pets are allowed at a property a full pet deposit or pet fee is required **PRIOR** to occupancy.

12. All information on rental application and/or credit report must be able to be verified (i.e., accurate phone numbers, account numbers, etc. **MUST** be provided by prospective tenants).

13. Credit: while we prefer to see "good" credit for all applicants, we do have some discretion here--we will consider your "big picture" credit-wise, so please talk to us if this is the only requirement holding you back! However, applicants should know that their credit history *will* impact our decision making. Keyway Properties does not accept credit/criminal background reports from outside sources. We contract/run these verifications.

14. Information provided on application **MUST** be truthful. If found to be less than truthful, application may be denied, or if already placed in a property when untruth discovered, applicant may be required to vacate/be evicted.

**Failure to meet the above criteria will result in one or more of the following:**

- \* Denial of rental application.
- \* Requiring a qualified Co-Signer. This option is not *always* available.
- \* Requiring an additional security deposit if deemed to be more of a "risk".

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