



## Application Process

Thank you for choosing Sunnon Property Management. The information provided below will guide you through the steps to lease your new home. Please review the information and contact us if you have questions or need assistance.

**Applicants:** All applicants and prospective occupants 18 years and older should complete individual applications. Please complete all essential information to avoid delays. Complete applications are processed in the order they are received. Applications that contain the following information are considered complete:

- Completed & signed application for all applicants and prospective occupants 18 years and older
- Government issued photo ID for all applicants and prospective occupants 18 years and older
- Two most recent pay stubs. If self-employed, please submit your last year’s tax return
- Application fee of \$55.00 paid for all applicants and prospective occupants 18 years and older

**Approval:** After your application has been approved, please provide the following within 24 hours to secure the property:

Lowest Credit Score	Security Deposit	Move-in Fee	Pre-paid Rent	Other Fees
620+	1.0 x monthly rent	\$150	1 full month rent	Any applicable pet or program fees
600+ or Guarantor	1.5 x monthly rent	\$250	1 full month rent	Any applicable pet or program fees
580+	2.0 x monthly rent	\$350	1 full month rent	Any applicable pet or program fees

**Move-In:** You will be permitted to move in after providing the following:

- Proof that you have the utilities in your name
- Proof of renters Insurance (\$100,000 liability Insurance required) with Sunnon, Inc. named as additional insured

**Acceptable forms of payment:** Prior to move-in, application fees can be paid online via credit or debit card. The remaining funds due can be paid by cashier’s check or wire transfer. After move-in, you will be provided a tenant portal. All payments can be made online via the portal, or a check or money order can be mailed to our office. If you choose to mail your payments, please allow time for them to arrive by the due date to avoid additional charges. Mailed payments will be acknowledge on the date received in the office.





## RENTAL POLICIES AND QUALIFICATIONS

Anyone 18 years old and over must complete an application. The Screening process is completed by a 3<sup>rd</sup> party.

### Income

Applicants must be gainfully employed, verified through the company's personnel office, or have proof of income through other sources. Proof will be determined sufficient at the sole discretion of Sunnon Property Management. In the event a prospective resident is self-employed or retired, documentation is required, including but not limited to a verifiable tax statement from the previous year. Applicant must have a gross income equal to or greater than 3 times the monthly rental rate. Each applicant/roommate must pay a separate application fee and one administrative fee per home will be charged. Income may be combined to meet jointly the gross income criteria.

### Credit & Rental History

A credit report from a Consumer Reporting Agency will be obtained on each applicant. Accounts must be verifiable and in good standing. The minimum credit score is 580. Applicants with no credit history may be eligible to qualify with a Guarantor. Each applicant must also have a satisfactory rental history or mortgage payment history.

### Guarantors

A Guarantor may be used if the applicant doesn't meet the income requirements or have sufficient credit history to have a credit score. Guarantor must have a credit score of 700 or greater and make 6 times the monthly rent rate.

### Occupancy Standards

Two people per bedroom is the accepted occupancy guideline.

### Evictions, Bankruptcies & Outstanding Debt

Prior eviction filings, bankruptcies and overdue debt can disqualify the applicant. Overdue debt is only approved on a case-by-case basis and applicant must show proof of payoff prior to approval. Overdue medical debt is ignored.

### Criminal History

A thorough criminal background check is completed on all applicants. Any felony or criminal act related to drugs, sexual offenses or theft or assault of any kind will result in an automatic denial of the application. Sunnon reserves the right to adjust, extend or alter the criminal policy as deemed necessary without notice.

### Deposits

A required deposit for each property will be based on credit of each applicant and must be paid prior to move in. Minimum deposit is one month's rent but can extend to two months' rent for a one-year lease. Full deposit is forfeited if Applicant(s) do not sign the lease agreement and take possession of the property by the move-in date designated on the application.





## Insurance

All residents of any Sunnon property are required to have renter's insurance before moving into the home. The policy must carry a minimum of \$100,000 liability; declaration page must be provided naming Sunnon, Inc. as additional interest at time of move in and/or renewal.

## Pets

Our pet policy can vary per property so please reach out for more information before applying. This basic list of restricted breeds, but is not limited to the following breeds (any dog that has a bite history is prohibited): Akita, American Stafford Terrier, Bull Terrier, Bullmastiff, Chow Chow, Dingo, Doberman Pinscher, Giant Schnauzer, German Shepherd, Mastiff, Ovtcharka, Presa Canario, Pit Bull, Rhodesian Ridgeback, Rottweiler, Neapolitan Mastiff and Wolf. Any mixed breeds of any of the above breeds are also prohibited. A non-refundable fee of \$25/mo per pet and a \$250 refundable deposit per pet are due upon application approval. Pets weighing more than 50 lbs may not be approved or may require a higher non-refundable monthly fee and/or security deposit.

For further details please call us to discuss before applying. Application fees are non-refundable.

