

## Application Process and Qualification Standards

**Thank you for your interest in renting one of our properties! Below is a detailed explanation of our application process as well as our standards for qualification.**

### Non-Discrimination

Veno Properties does not discriminate based on national origin, race, religion, physical disability, lifestyle choices or any other basis deemed to be illegal. We do business in Accordance with the Fair Housing Act.

### Application Process & Fees

1. A completed Veno Properties Rental Application is required for all applicants 18 years of age or older who intend to reside in the unit. All applicants must fill out their application accurately, incomplete or falsified applications will be denied.
2. A background check and credit check are required to complete the application process along with processing fee of \$20 for EACH applicant. Incomplete applications will not be processed. Applications containing false information will immediately be disqualified. Please expect 3-5 business days for the application process. Should the applicant be denied or face other adverse action based on information received in the consumer report, the applicant has a right to obtain a free copy of the consumer report, and to dispute the accuracy of the information it contains by contacting Transunion at [www.transunion.com](http://www.transunion.com).
3. Written verification or proof of all income such as current month bank statement, last 2 current paycheck stubs or last year's tax returns must be provided. If you have income from child support, disability or retirement, you must provide proof of them.
4. An application will not be considered complete until the Rental Application is submitted, the Application Processing Fee has been received, every applicant has seen the unit, and a Veno Properties employee has either met or interviewed each applicant.
5. Processing the application will include direct contact with employers, current landlord, previous landlords, friends, personal and professional references, law enforcement agencies, government agencies, consumer reporting agencies, public records, eviction records, and any other sources that may be deemed necessary. If you receive a negative reference, we will share the nature of the negative reference but not its source.
6. When more than one application is received for the rental property, the first fully completed application will be considered first. If the first applicant does not qualify or does not accept the rental unit, the second application will be considered. This process continues until the rental unit is rented.
7. If an applicant is offered the unit, it will not be removed from active marketing until a Lease is signed and Security Deposit is paid via online payment or bank check.

### Deposit to Hold

A non-refundable Deposit to Hold in the amount equal to the security deposit will be required along with the signed e-Lease within 24 hours following application approval in order to hold the property until a mutually agreed upon move-in date. After all move-in requirements have been met, the Deposit to Hold will transfer to the security deposit to be held throughout the tenant's entire tenancy. If the Prospective Tenant fails to provide the Deposit to Hold and sign e-lease within 24 hours of receiving notice of approval, the unit will be offered to the next qualified applicant. Should the Applicant elect to pay the Deposit to Hold via check with their application (prior to processing), the Deposit to Hold will be refunded in full within 14 days if they fail to qualify.

## Move-in Requirements

After approval and before occupancy will be granted, Prospective Tenant must supply all the required move-in funds, including the security deposit, first month's rent, and any other additional deposits and fees, all tenant paid utilities must be transferred into Prospective Tenant's name, certificate of Renter's Insurance supplied with \$100,000 limit naming Landlord as additional insured, and a lease must be executed and signed by all parties.

## Qualification Standards & Policies

Applicants who do not meet minimum screening standards will not be approved.

- **Identification:** Applicant must have current photo identification and a valid social security number.
- **Income:** Rent may not exceed more than 1/3 of verifiable monthly gross income. All verifiable sources of income will be considered. Self-employed applicants will be required to submit tax returns and/or bank statements. Cosigners will be considered on a case-by-case basis.
- **References:** Applicants will be asked to provide both tenant and employment references. A rental application will not be considered complete without accurate phone numbers and email addresses for former and current landlords and current employers.
- **Evictions:** Applicant may not have any evictions or unpaid judgments from previous landlords.
- **Credit Reports:** Credit reports are required for all applicants. Applicant must exhibit a responsible financial life. Negative credit items will require an explanation from applicants and may be used to disqualify an application. Background Check: A background check is required of all residents over the age of 18. Applicant's background must exhibit a pattern of responsibility.
- **Smoking:** Smokers will be considered based on the preferences of the owners whom we represent.
- **Pets:** Pets will be considered based on the preferences of the owners whom we represent. An additional deposit and/or pet rent will be required for all pets, as well as a signed Pet Agreement. All pets must be spayed or neutered.
- **Occupancy:** Occupancy is limited to 2 people per bedroom.
- **Sight unseen:** Applications will not be accepted unless the prospective tenant has viewed in person both the interior and exterior of the apartment in question.
- **Online Rent Payment:** All tenants are required to pay rent online with a checking account (free) or credit card (2.75% fee) via your Veno Properties tenant account portal. If you do not have the means to access your tenant portal via smartphone or computer, Veno Properties can gladly arrange autopay on your behalf if provided with a checking account or credit card.

At landlord's discretion, compensating factors such as an additional security deposit or co-signer (guarantor) may be required for qualification if Applicant fails to meet any one of the above requirements. In the event of multiple applicants, tenancy will be granted to the most qualified, based on the above criteria.