

## **Lease Qualifying Procedures**

### **All prospective residents will be required to:**

- Complete a rental application for any occupant who will reside in the home over the age of 18. Only a criminal check will be run for any children over the age of 18 residing in the home unless listed as a leaseholder, then a credit check will also be run.
- There is a \$50 non-refundable application fee per person, 18 or older.
- Applicant(s) will be required to provide a deposit of \$500 to hold the unit, which will be applied to the security deposit upon satisfactory credit verification.
- Provide a photo ID for all occupants 18 and older.
- Sign the Release of Information Section of the application allowing the Lessor to gather information on rent, employment and credit history.
- **Meet the following qualification standards to include, but not limited to:**

### **Income:**

The total combined gross monthly income must be at least three (3) times the amount of monthly rent.

### **Employment:**

Prospect must have verifiable employment or a verifiable source of income. Proof of such employment/income includes, but is not limited to: two (2) most recent consecutive pay stubs, offer letter from employer or tax return from previous year.

### **Credit:**

Any applicant over the age of 18 that will be listed as a leaseholder will be required to provide a credit report. Any real estate and/or related debt is grounds for denial. Any foreclosure listing will be grounds for denial. A bankruptcy must be discharged at least one (1) year prior to application and there must be no negative accounts from thereafter.

### **Rental History:**

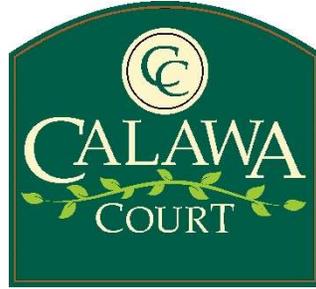
Prospective residents must have verifiable residency for the past twenty-four (24) months. Previous payment history will be reviewed. Negative rental history will not be accepted. Negative rental history is described as, but not limited to, any damages owed, and/or evictions filed within the past eighty-four (84) months/seven (7) years.

### **Criminal/Background Check:**

A criminal/background check will be run for all applicants over the age of 18 who will be residing in the home.

**Reasons for denial include, but are not limited to:** falsified information, poor credit history, poor employment history, poor rental history (including reports of disturbances, damage, illegal activity, failure to give proper vacating notice, failure to pay rent in a timely manner) and failure to meet income requirements.

If you have any questions, please contact:  
Shelley Jackson, Leasing Manager  
Phone: 603-889-0318 x415  
Email: [sjackson@stabilecompanies.com](mailto:sjackson@stabilecompanies.com)



### **New Application Information**

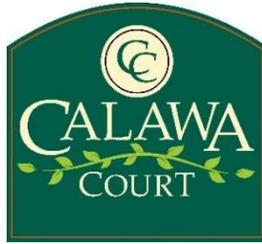
- Application Fee:** \$50 per person per adult applicant (18 years of age and older)  
Non-refundable  
Payable by personal check  
Check payable to **Lot 88 Litchfield, LLC**
- Reservation Deposit:** \$500 reservation deposit is required within three days after your application is approved.  
Payable by certified bank check or money order  
Check made payable to **Lot 88 Litchfield, LLC**  
This fee is non-refundable if application is cancelled  
Will be applied to your security deposit that is due at lease signing
- Security Deposit:** The remainder of the security deposit is due at lease signing  
Payable by certified bank check or money order  
Check made payable to **Lot 88 Litchfield, LLC**
- First Month's Rent:** First month's rent is due at lease signing  
Payable by certified bank check or money order  
Check made payable to **Lot 88 Litchfield, LLC**  
Future rental payments can be made with a personal check
- One-Time Pet Fee:** If applicable, there is a one-time pet fee due at lease signing.  
Pet fee for dogs - \$250; pet fee for cats - \$200  
Non-refundable  
This can be combined with your first month's rent or paid separately.
- Pet Rent:** \$25 per month per pet  
Non-refundable

The security deposit check and first month's rent **cannot** be combined on one check.  
Cash and credit cards are **not** accepted as a method of payment.



<b>Co-Applicant</b>						
<b>Present Employer:</b>					<b>Dates:</b>	
Employer's Address:			Supervisor:		Phone:	
Position:			Gross Monthly Salary:			
<b>Previous Employer:</b>					<b>Dates:</b>	
Employer's Address:			Supervisor:		Phone:	
Position:			Gross Monthly Salary:			
<b>Total Gross Monthly Household Income:</b>						
If there are other sources of income you would like us to consider, please list income sources and person who we could contact for confirmation. You do not have to reveal alimony, child support or spouses annual income unless you want us to consider it in this application.						
Amount		Per	Source			Telephone:
Amount		Per	Source			Telephone:
Comments:						
<b>Have you or Co-Applicant Ever:</b>	(Circle one)					
Been sued for non-payment of rent?	Yes	No	Broken a Rental Agreement?		Yes	No
Been evicted or asked to move out?	Yes	No	Declared bankruptcy?		Yes	No
Been sued for damage to a rental property?	Yes	No				
<b>OTHER INFORMATION</b>						
<b>Total Number of Vehicles (Including Company Vehicles)</b>						
Make/Model		Year		Color	Tag # & State	
Make/Model		Year		Color	Tag # & State	
Other Cars, Motorcycles, etc.						
<b>In Case of Emergency, Notify:</b>					Relationship:	
Address:				Primary Phone		
<i>I hereby make application for an apartment and certify that this information is correct. I authorize you to contact any references that I have listed. I also authorize you to obtain my consumer credit report from your credit reporting agency, which will appear as an inquiry on my file.</i>						
<b>Applicant's Signature</b>					<b>Date:</b>	
<b>Co-Applicant's Signature</b>					<b>Date:</b>	

<b>FOR OFFICE USE ONLY - DO NOT WRITE BELOW</b>						
Date Application Received:				Received by:		
<b>Record of Payments Received:</b>				<b>Special Instructions For Move-In</b>		
	Date	Amount	Rec'd By			
Application Fee						
\$500 Deposit						
Sec. Dep. Balance						
First Months' Rent						
Pet Fee (if applicable)						



## Criminal Verification

Have you been convicted of a felony? Yes No

If yes, please explain what the conviction(s) was for and indicate what state(s) conviction(s) are held:

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By signing below, I authorize Lot 88 Litchfield, LLC to run a criminal search on myself

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

## Social Search

By signing below I authorize Lot 88 Litchfield, LLC to obtain any information about my social security number for the purposes of completing this application. I also give permission to Lot 88 Litchfield, LLC to run a social search in the event that I move from the property leaving no forwarding address or information.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date



## Landlord Verification

By signing below I authorize Lot 88 Litchfield, LLC to obtain information regarding my rental history at said address.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

**The bottom portion to be completed by the Landlord** - Could you please complete these questions as accurately as possible and send the information back to the Calawa Court leasing office via email: [sjackson@stabilecompanies.com](mailto:sjackson@stabilecompanies.com). Thank you.

TENANT: \_\_\_\_\_

CURRENT/PREVIOUS ADDRESS: \_\_\_\_\_

LENGTH OF TIME AT ABOVE ADDRESS: \_\_\_\_\_

AMOUNT OF RENT: \_\_\_\_\_

HOW MANY TIMES HAS THE RESIDENT PAID LATE? \_\_\_\_\_

HOW MANY NSF'S? \_\_\_\_\_

IS ACCOUNT IN ARREARS? \_\_\_\_\_

IF YES, HOW MUCH? \_\_\_\_\_

DID RESIDENT GIVE PROPER NOTICE? \_\_\_\_\_

ANY OUTSTANDING CONCERNS? PLEASE EXPLAIN: \_\_\_\_\_

\_\_\_\_\_  
WOULD YOU RE-RENT? \_\_\_\_\_

SIGNATURE OF VERIFIER: \_\_\_\_\_

TITLE OF VERIFIER: \_\_\_\_\_