

## KEY PROPERTIES

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[www.keyretx.com](http://www.keyretx.com)

### TENANT ELIGIBILITY REQUIREMENTS

- All occupants 18 years or older must submit a separate online application and pay a \$65.00 application fee. Please note application fees are NON-REFUNDABLE under any circumstance.
- Qualifying is based on NET income, credit history, criminal background check, rental history or previous home ownership, and employment consistency and steadiness. Net income requirement is 3 times the monthly rent amount. All data provided will be verified using various state web sites, national networks, and tax records to verify the accuracy of the information provided.
- All applicants must submit a valid government/state issued photo ID.
- Roommates are on a case-by-case situation and are permitted at the approval of the property owner, if approved each roommate must individually meet the income criteria. Please check with the Property Manager for verification prior to completing the Application.
- Verifiable income documentation (last 2 month's payroll statements). If self-employed, you will need to provide two years of tax returns and documentation for the current year (last two month's bank statements).
- Other income such as retirement, child support, etc., must have verifiable documentation.
- Renters/ Liability Insurance is required on all properties. Tenants must maintain a minimum \$100,000 liability policy and listing Key Properties as interested party.
- Co-Signer/Lease Guarantees are on a case-by-case situation and are permitted at the approval of the property owner. A Co-Signer/Lease Guarantee must meet the same criteria as an occupying tenant. In addition, the Co-Signer/Lease Guarantee must provide financial evidence that they can meet their personal debt obligations and the rent obligations of the prospect they are signing with. Application fees are \$65.00 and are non-refundable.
- Pets are on a case-by-case basis. The property owner has the final decision as to the type, weight, gender, breed. Monthly pet fee and pet deposit will apply per pet - Aggressive breeds are NOT accepted. Male cats must be Neutered - ALL PETS of any nature MUST be disclosed at the time of the application. A third-party Pet Screening service is used for all Pets. ALL applicants must create a TENANT ONLY (no charge) or a PET/ANIMAL (charges apply) profile on the Pet Screening tab on our home page or copy & paste the link <https://keyproperties.petscreening.com> PLEASE NOTE: There is a charge of \$20.00 for the 1st pet and \$15.00 for every additional pet for the pet screening service, IN ADDITION, to the residential application fee. All fees are NON-refundable.
- If your application is approved, the security deposit and signed lease will be required within 24 hours to secure and hold the property.
- Property may be eligible for Rhino, an affordable monthly protection coverage that replaces upfront cash security deposits and lowers your move-in fees. For more information visit [www.sayrhino.com](http://www.sayrhino.com)
- Once approved, the First Month's rent, Security Deposit, and any Pet Deposit, must be paid separately, by certified funds, i.e.: cashier's check, money order. NO PERSONAL CHECKS WILL BE ACCEPTED.
- Tenant should determine what necessary utilities are available for use and must arrange to have utilities turned on in tenant's name on or before move-in date. Tenant must provide proof of utilities before keys can be issued.
- Keys will not be issued to the Tenant prior to the commencement date of the lease. Please arrange to pick up the keys with the leasing agent or our office personnel between 9:00 a.m. & 5:00 p.m. weekdays.
- IF MULTIPLE APPLICATIONS ARE SUBMITTED, ALL APPLICATIONS ARE PROCESSED AND CONSIDERED.