

309 North Main St, Hinesville, Ga 31313



Updated 12 May, 2025

## **CRITERIA REQUIREMENTS**

#### **Proof of Current Income**

It is important that you provide the source of income that will cover the term of the lease. If you are beginning a new job or if current job is not local, a signed letter from your employer that includes employment status and pay rate is necessary.

• Acceptable proof of income: Pay stubs, LES, W2, retirement, court decree on child support or alimony, letter from CPA on company stationery stating economic standing.

• Self-employed or retired applicants must provide last 2 years of tax returns.

#### **Income Requirement**

• Applicant: Gross monthly income must meet or exceed two times the monthly rent amount. Multiple applicants' income will be combined.

• Applicant/ Non Occupant: Gross monthly income must meet or exceed three times the monthly rent amount.

## **Credit History**

Must have satisfactory credit. The most common reasons for denial are:

- Landlord debt in the last 7 years
- Collection accounts exceed 45% of your credit profile
- Lates within the last 12 months
- Applicant has an initial filing or eviction with in the last three (3) years or has multiple evictions with in the last seven (7) years.

## **Criminal History**

Must have satisfactory criminal background. The most common reasons for denial are:

- Applicant has ever been convicted of any sexual related offense or VCAP (Violent Crime Against Person) that was adjudicated guilty or had adjudication withheld.
- Applicant has been convicted, has a felony record, or a 1st degree misdemeanor that was adjudicated guilty or had adjudication withheld in the past ten (10) years. \* Appeals for non-violent convictions will be considered.
- Applicant has falsified information on the application.

# **POLICIES AND PROCEDURES:**

- Applications will be processed on a "first come, first served basis" with time and date denoted on the application to act as receipt. If more than one application is submitted before approval can be achieved, the first approved application would be selected by the screening company and all applicants would be notified of procedure.
- You must pay a \$50 processing fee in online and reservation fee online within 2 business days of notice. If applicant fails to execute a lease after processing and reservation fee is collected, the applicant may be rejected, the property returned to the open market and money will become non-refundable.
- No properties are held for more than 2 weeks from application date.
- Keys will be released on the first day of occupancy and under NO circumstances prior to date of occupancy as denoted in the lease.
- SECURITY DEPOSIT AND FIRST FULL MONTH OF RENT MUST BE PAID WITH CERTIFIED FUNDS (TO INCLUDE PET RENT WHEN APPLICABLE). Unless 1<sup>st</sup> month free.
- If applicant(s) are approved with conditions, those conditions supersede all conflicting statements in this document.

## Sincerely,

estie 7. Heath

Leslie Z. Heath