



JAMCO *properties*

2011 Qualifying Standards

It is our company policy to abide by the FCRA, fair credit reporting act, which means that we must verify applicant's identity before proceeding to run a credit report.

In addition, our policy is to have all parties present for the execution of the lease contract.

We will need the following:

1. A fully completed application by each applicant 18 years of age or older.
2. Proof of identification, Driver's License or legal photo ID and Social Security Card.
3. An application fee is required for all applicants in the form of a Money Order.
4. A good faith holding fee or deposit maybe required to hold a select unit while processing your application. Once application is completed if conditionally-approved you may be required to pay an additional non-refundable fee.
5. Please remember to bring two separate money orders, one for the application fee and one for the security deposit.

**Material inaccuracies or inconsistencies within the application will cause the application to be rejected.*

In processing your application, we will verify the following:

Resident History:

Your present and past residential history will be verified, including amount of rent, payment records, and condition of apartment when vacated. If there is no rental history an extra deposit will be required.

Outstanding apartment collections within the past three years will automatically be denied.

Employment History and Income:

We verify current and past employment for a one-year period, which includes the length of time on job, salary, and any anticipated lay-off. You must make a minimum of three times the rental rate. A copy of 2 current pay stubs or bank statement must be provided. If you are self-employed, we will require proof of income in the form of business tax returns and bank statements for the last 12 months. If you are retired, we will require proof of income or savings. We do not accept notarized letters for proof of employment.

* If you can not provide 12 months proof of income you have the option to pay your lease agreement in full with no move in special.

*If you have qualified to receive a Section 8 voucher you are still required to earn income equal to one months rents.

*If you are unemployed or receiving unemployment as income we will require an income statement, bank statements or investment/retirement accounts showing you have equal to one year worth of rent.

Credit & Criminal Report:

Your credit, rental and criminal records will be provided to us by a professional third party Risk Management Company. *An unsatisfactory credit, rental or criminal report can deny your application .On- site employees can not foresee, discuss or advise you on any personal information.* The application fee is non-refundable once the application has been submitted. We reserve the right to require additional security deposits or non-refundable lease fee in cases of marginal credit.

Roommates:

Roommates are welcome; each person must fill out an application. Each individual applicant must qualify by all above standards in order to be approved. Roommates can combine income to qualify at 3 times the rent however each roommate must make at minimum 50% income qualification.

Co-Signors:

Co-signor income must be five times the monthly rent per month. *Co-signors are acceptable for no credit or no income not declined credit.* Applicant must have verifiable residency for a period of 3 years.

Equal Housing:

We are an equal housing opportunity provider. This property does not discriminate on the basis of race, color, religion, sex, handicap, familial status, or national origin.

Please sign in indication that you are aware of the above requirements _____ Date _____