

Rental Application Instructions

Our goal is to make sure that all our residents are respectful, financially sound, and otherwise agreeable people. This makes our properties a nice place to live. It means we have to examine every application very carefully.

We do not rent without an application. Please note: **Every resident (each of your future neighbors) has completed and passed this application.**

General instructions:

- Put something in every blank, even if you have to put “none” or “n/a.”
- Write in the spaces provided or on the back.
- Don’t guess. If you need time to look up information, please take the time.
- Sign the final page. This authorizes us to call the numbers you list, check your credit, talk to past landlords, etc.

Before turning in your application, check it once for errors or unreadable numbers.

How are Applications Processed?

We verify as much information as we can, starting generally with the most readily observable items, like your driver’s license, pay stubs, etc. The application review proceeds through a credit check, which depending on the agency may take some time. It may also take time to hear back from your references if they don’t at first pick up when we call.

If you are afraid that something negative will turn up, please discuss it with us now. If you explain the situation it might be okay. If we’re surprised by a discrepancy between what you state on the application and what we find in our background check, you may be immediately disqualified.

We use an objective point scoring system to score each application. Some applications do not earn enough points on the first pass. If it’s possible to provide additional information or a co-signer, applications may receive more points upon a second review. We promise to work with you to make a decision as quickly as possible.

If you have any questions, don’t hesitate to ask!

Privacy Policy

The purpose of this policy is to explain the information we collect during the application process, what we do with the information, and how we safeguard your privacy. All good property managers collect information during an application. Not all managers treat your information in a professional manner.

The Information We Collect

We collect what you tell us on your application. In addition, we attempt to verify your application by checking outside sources. These outside sources include but are not limited to the references you list, the public records, and your credit report. We do not obtain any non-public information unless you give us written permission to do so. This is part of why you must sign your application, as it is illegal for us to check your personal credit report without this signature.

How We Use and Store the Information We Collect

We use your information to process your application. We employ physical security (locks) and digital security measures (passwords, encryption, etc.) to minimize the chances that your information becomes inadvertently accessible to anyone other than the manager or legally authorized agents.

Our Disclosure of the Information We Collect

We may disclose your personal information, in accordance with applicable laws and regulations, to the following groups for the associated reasons:

- Service providers who help with your background check, for example, the credit reporting bureaus or state and local offices, in order to process your application.
- Law enforcement or other governmental officials, in order to respond to a verified request relating to a criminal investigation or alleged illegal activity, or to comply with legal requirements.
- Bank agents, in order to open a security deposit account under your social security number.

How Long We Keep the Information We Collect

Once processed, your application results are recorded on a summary sheet with your name. If a security deposit account must be opened, your accepted application is viewed by a bank agent. Your application is then scanned and stored on an authenticated, encrypted computer drive. Any paper records containing your personally identifiable information are shredded.