



Tenant Application Criteria

General Requirements*

- Each person over the age of 18 who intends to reside in the dwelling must submit a separate application.
- Each applicant must qualify individually.
- Application must be filled out completely and signed/electronically submitted.
- Application fees (\$45 per adult) must be paid prior to processing the application.
 - This fee is **NONREFUNDABLE**.
 - The fee covers the cost of processing your application and obtaining your credit report. By paying the fee, applicant acknowledges and accepts that Real-Time Leasing represents the owner of the property for which applicant is applying.
- Applicants must provide proof of income to verify that their **net monthly income matches 2.5 times the monthly rent**.
- Each applicant must provide a rental reference, confirming a minimum of 1+ years of rental history from a third-party landlord.
 - Applicants will sign and date the Rental Verification Form (RVF) included in online application, authorizing Real-Time Leasing to inquire after their rental history.
 - Applicants without rental history will be considered, but may require a cosigner and/or double deposit.
- A clear copy of each applicant's photo ID must also be provided before an application is processed.

All items are **required for an application to be considered **complete**.*

Background Check/Tenant Screening

Our background check reviews the following information:

- Credit score
- Identity verification
- Public record search
- Criminal history
- Rent-to-income verification
- Eviction records
- Employment verification
- Rental history

Credit Score Requirements

While credit scores are an important factor in our screening process, we are more interested in the things that made your credit score than the score itself. A less-than-desirable credit score may be offset by great rental history and solid income.

Generally, our guidelines are as follows:

- 650-800 = Standard approval*
- 600-649 = Conditional approval* (typically requires double-deposit)
- 530-599 = Possible denial (if approved, double-deposit is required)
- Below 530 = Not approved, even with a double-deposit.

**Other application factors may affect overall approval*

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Criminal History Stipulations*

Automatic denial for crimes committed within the last seven years:

- 1st, 2nd, and 3rd degree murder
- Harassment/Stalking
- Kidnapping
- Simple/Aggravated robbery
- Terrorist threats
- Felony controlled substance
- Felony burglary/theft
- Arson
- 1st, 2nd, 3rd, and 4th degree sexual assault/misconduct
- 2nd degree manslaughter
- 1st and 2nd degree assault
- Possession of a controlled substance or intent to distribute a controlled substance
- An attempt to commit one of the above stated crimes

Misdemeanors: Any misdemeanor may be subject for denial. Type of charge and date of conviction may affect the decision. Proof of resolution may also be required.

Felonies: Any felony conviction less than seven (7) years from release will be subject for denial. Per federal regulation, drug and alcohol felonies may be acceptable with proper documentation. Regardless of conviction date, no applicant with a felony conviction for any of the following will be accepted:

- Acts of violence
- Sex crimes
- Illegal manufacturing or distribution of drugs

**Residency may be denied due to a criminal record.*

Income verification

Applicants' **net** monthly income must be a *minimum* of 2.5 times the monthly rent. You will be required to provide proof of income whether you are employed by a third party or self-employed.

Documents used for income verification:

- Tax returns
- Pay stubs (We typically require at least three recent pay stubs.)
- Bank statements (if you are self-employed)
- An official offer letter from your employer



Potential Reasons for Denial

A single or combined occurrence of the following will likely result in denial:

- Any felony offense or conviction in the last seven (7) years.
- Collection filed by a property management company or landlord.
- Outstanding debt owed to a property management company or landlord.
- Unlawful detainer action/eviction within the last two (2) years.
- Unpaid utilities (gas, electric, water, etc.) or car payments.
- Negative/adverse rental history.
- Documented complaints and/or damages to previous rental.
- Multiple late payments/notices to pay or vacate.
- Failure to cooperate with housing assistance programs while receiving benefits.
- Unverifiable social security number or proof of legal residency.
- Falsification of rental application (including non-disclosure of criminal records).
- Outstanding bad debts (Balances of \$1000 may be accepted with proper explanation and proof.)
- Excessive balances sent to collections.
- Bankruptcy not showing as discharged (unless proof of discharge is provided).

Application Processing Time

Management makes every effort to process applications within 24 to 48 business hours of receipt (pursuant applicant provides all necessary paperwork: ID, RVF, and proof of income).

Processing can take several days if we do not receive response from previous/present landlords, employers, and other references. Management will make a reasonable attempt to contact previous and present landlord(s) submitted by Applicant. However, the ultimate responsibility for supplying this information to Management lies with the applicant.

NOTE: Management reserves the right to deny tenancy on the basis of an inability to contact the references provided.

Some properties are in high demand! In some cases, there may already be applications submitted at the time you submit your application. We cannot guarantee any unit; units are rented to the first approved applicant with the full security deposit paid. A security deposit will not be accepted until the rental application is approved.