

Application for Tenancy

Massey Real Estate 

Thank you for applying for a rental property with Massey Real Estate

The following instructions are to aid you in our application process

To Get Started

Read through the application fully

1. Instructions are at the beginning of the online application. Please be sure to include all necessary documents with your application. Only completed applications will be fully processed and approved. If documents are missing, the application will not be processed.
2. Each resident over the age of 18 must submit a separate rental application. Any resident, even if not a leaseholder, over the age of 18 will have a criminal background check pulled and on file. Please note that if a resident is a dependent (ie, child) of a leaseholder and is between the ages of 18 and 24, we will not require a background check. Once an application is approved, we will forward a Permitted Occupant application that will need to be processed before we can add them to the lease.
3. Permitted Occupant - a permitted occupant is defined as anyone who resides in a property for 30 days or more.
4. **Process**
 - The application process may take up to 3 business days, however, we strive to have it completed within 2. During this time, we do place the property contingent for the applicant, however we may continue to show the property and accept applications to preview.
 - The lease must be signed within 48 hours of full application approval and security deposit paid. If it is not, the management will begin

processing the next application in line. The application fee is not refundable.

Qualifications- This list of qualifications are our guidelines. Owners may choose on a case by case basis to approve applications that are outside our guidelines. If you do not qualify based on credit, please discuss with our team as the owner of the property you are applying for may still consider your application with additional deposit or rent paid up front. Income, criminal and eviction history are generally non-negotiable with all owners.

1. Income must be 3 times the amount of the monthly rent. This can be combined income from lease holders, but only lease holders. Permitted occupant's income is not considered. Income will be verified with the applicant's employer or by tax returns or bank statements.
2. No criminal history. Traffic violations are not criminal. If you have a criminal charge that has been dismissed or is pending, we recommend discussing and disclosing prior to submitting your application. If your charge is a misdemeanor, we recommend discussing prior to application submission.
3. No evictions in the past 5 years. If you have an eviction on your record, it is recommended to discuss prior to submitting your application. This also includes evictions that were filed, not only forcible entry. Example: Tenant is late on rent consistently and landlord files an eviction each month.
4. Tenant should have excellent rental history, meaning no more than 1 late payment in a 12 month period. The property manager will verify rental history of current landlord and any others provided by the applicant. If rental history cannot be verified, this may result in a denial of the application.
5. Credit: minimum score for full approval is 650. Some of our owners will allow a lower credit score with additional deposit or rent paid up front decided on a case by case basis. This should be discussed prior to application submission. Credit scores that are 550 or lower will most likely be denied by all of our owners.
6. Pets: Any and all pets must be noted on the application for approval by our owners. If you have a dog, the breed and age is needed. Please note that we have a \$250 non-refundable pet fee and charge an additional \$10/month rent for each pet. If you have any questions, please contact

us first prior to applying so we may receive pre-approval from our owners regarding any pets.

Any agreements made prior to application submission will be granted so as long as the national reports verify the information provided by the tenant. If the information processes to be different than submitted, the application may be denied and the fee is non-refundable. It is in the applicant's best interest to discuss any qualifications outside of the minimum requirements prior to submission. The discussion does not automatically approve the applicant.

Massey Real Estate will strive to complete the application as quick as possible. We strive to not charge an application fee to applicants who are not qualified through our preapproval process. It is important to disclose any information as the national reports will convey credit, criminal and eviction history. Eviction history meaning any evictions that were filed on the applicant.

Thank you for applying for a Massey Real Estate Rental. We look forward to working with you!