

Tenant Application Criteria and FAQs

Wise Move Property Management does not discriminate based on: Race, Color, Religion, Sex, National Origin, Familial Status, Disability, Marital Status, Sexual Orientation, Gender Identity, Creed, HIV/AIDS & Hepatitis C status, Veteran/Military Status, Citizenship/Immigration Status, and the use of a Service Animal or source of income. We comply with all federal, state and local laws concerning Fair Housing.

****THE \$55.00 SCREENING FEE IS NON-REFUNDABLE****

Only completed applications will be processed- Incomplete, inaccurate or falsified information will be grounds for denial.

General Tenant Requirements

- Valid photo identification is required.
- A complete and accurate application with phone number and email is required.
- Applicant must be able to enter a legal and binding contract.
- The total security deposit required may be adjusted based on the least qualified applicant.

- The denial of one applicant will result in the denial of the entire application.
- In order to qualify as a co-signer, you must fully meet all areas of the criteria
- Any individual who may constitute a direct threat to the health and safety of an individual, the complex, neighborhood or the property of others will be denied.

Income Requirements

- Gross monthly household income must equal 3 times the stated monthly rent. If monthly income does not equal 3 times the stated monthly rent, a qualified co-signer will be required.
- Most recent and concurrent 2 paycheck stubs from your employer will be required.
 - Verifiable income may mean, but is not limited to: bank accounts, spousal support/child support, trust accounts, social security, unemployment, welfare, and/or grants/loans.
- Self-employed applicants will be verified through the state. A recorded business name or corporate filing is required. Verification of ownership is required. Wise Move may require additional proof at their discretion. An additional security deposit amount may be required.
- The application will be denied if the legal source of income cannot be verified.

Rental Requirements

- One year of current third party verifiable (non-family member) rental or mortgage history is required. Homeownership is verified through the county tax assessor. Homeownership negotiated through a land sales contract is verified through the contract holder.
 - If you have questions or concerns about this requirement, please email us at mywisemove@gmail.com
- Eviction-free rental history is required.
- Rental history reflecting past due rent or an outstanding balance may be denied.
- If a landlord gives a negative reference, the application will be denied.
- Three (3) or more rental violation notices within a period of one year will result in a denial.
- Three (3) or more NSF checks within a period of one year will result in a denial.

Credit Requirements

We will complete a credit report at time of application, however Wise Move does not deny applications based on credit alone.

Criminal Considerations

We perform an individualized assessment of any adult to determine whether a business reason exists to deny tenancy.

How is my application processed?

Applications will be considered in the original order the completed application was received in. An application is considered complete when all listed parties have submitted their application- this includes co-singers.

When multiple applications are received for the same unit, Wise Move may submit all applications for tenant screening simultaneously. If an application is screened along side other applications, the applications that qualify will be offered the opportunity to enter a lease in the same order those applications were received. Once an approval notice has been given to the first qualified application, they have 24 hours to respond to the lease offer and pay the deposit to secure the unit. If the approval letter is not signed and the deposit is not made within the stated timeframe, the application will be denied, and the next application in line that meets the screening criteria will be given the opportunity to sign a lease.

IMPORTANT: If the application that is ahead of you in line is offered a lease and they sign the lease, then your application will be denied and your screening fee will not be refunded.

However, at this time, you may ask to be considered for another property that is available to lease. You must still satisfy the screening criteria for this new property; however, you do not have to pay another screening fee. If there are no other applicants in line for this other property,

you will be placed at the front of the line. If there are other applications in process, you get right of first refusal since you already approved. You will remain as an approved applicant for 60 days. You may be asked to provide proof of income only if it has been more than 30 days since your initial approval.

How Long Will it Take to Process My Application?

Most applications take between 48 and 72 **business** hours to screen; this is based on applicant's ability to provide all required documentation. Wise Move verifies applicant's employment, income, rental history, credit, and checks national criminal background registries. Sometimes the information is difficult to obtain and the screening time may be extended. The best way to speed up the process is to ensure the contact information for your current rental and place of employment are accurate.

When Will You Let Me Know if I Qualify?

A Wise Move representative will email you to let you know if you have been approved or denied, We will send out an approval letter with next steps. We will attempt to reach you for 24 hours to notify you of your approval. If there is no response after this time-frame, we will move on to the next applicant. Applicants who are denied receive a Adverse Action notice via USPS and email.

Denial Policy

If your application is denied, Wise Move will send you a letter detailing the reasons for denial.

An application may also be denied, for one or more of the following reasons:

1- An Applicant(s) makes any derogatory or offensive comments, and/or act in a boisterous, threatening, combative, and intoxicated or disorderly manner, during any phase of the inspection, meeting, application or screening process.

2-Wise Move will not accept tenant-provided reusable screening reports (also referred to as “portable reports”).

3-All applicants must meet the requirements per the Rental Criteria through screening that Wise Move conducts.

Disabled Accessibility Statement

Wise Move always allows existing premises to be modified at the full and complete expense of the disabled person, if the disabled person also agrees to restore the premises (per fair housing guidelines) to the pre-modified condition, at their own expense. We do, however, require:

- The applicant seeks the landlord’s written approval before making the modifications. Reasonable details regarding the extent of the work to be done should be included in the request.
- That the work be performed by a licensed and bonded contractor. Wise Move can recommend several pre-

approved contractors to complete any necessary modifications.

- Appropriate building permits and the required licenses must be made available for inspection by the landlord.
- We follow all Fair Housing Guidelines.