



## **NATIONAL REAL ESTATE MANAGEMENT CORP.**

9986 Manchester Road, St. Louis, Missouri 63122

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nremgmt.com

### **APARTMENT LEASING CHECK LIST**

We take pride in our management and in our apartment communities. We actively seek good residents to make their homes with us, and we strive to provide the best services we possibly can while they live in our communities.

Screening applicants very carefully, we thoroughly verify all information provided to us on the rental application you complete and from other sources available to us.

The screening and verification process is used for every application the same way – fairly, consistently, and uniformly. We work very diligently to observe both the spirit and the letter of the **Fair Housing Laws** – not just because they are the law of the land, but because we sincerely believe, personally and as a company, in fair housing and equal opportunity in fair housing for everyone.

Please completely fill in your application and provide your legal form of identification (only at the time of application, never prior to) for verification purposes. If you do not provide us with complete information, we will not be able to process the application successfully. If there is any item on the application that you do not understand, please ask for assistance. If there is additional information that you feel might be of assistance to us, please let us know. We are here to be of service to you and others seeking housing.

We recommend that you inspect the apartment before applying. Please also note the following qualifications that we require and restrictions that we enforce at our communities.

#### **QUALIFICATIONS:**

**Applicant must be at least 21 years old**

**Applicant must be at present employer for at least one (1) Year**

**Applicant must pass Credit Check and Criminal Check (see Criminal Records)**

**Applicant must have a Registry Score Plus of 600 and above.**

**Total Gross Household monthly income must be at least three (3) times the total amount of monthly rent to qualify.**

**If Applicant is self-employed, you must submit proof of income.**

**Application may be considered with a Co-Signer**

**Applicant must not have a negative reference from prior landlord – at least six (6) months verifiable satisfactory rental history during the last two (2) years. Renting from friends or family does not qualify.**

**Co-signer must be at least 25 years old**

**Co-signer must be present at employer for at least one (1) year**

**Co-signer must meet the minimum requirement of 4 times the portion of the rent.**

**Co-signer must reside in the St. Louis Metropolitan area**

**Co-signer must provide two forms of identification, one photo ID**

**All Co-signers are required to sign the lease**

**Co-signer cannot be current resident at one of our communities**

**If Co-signer is self-employed, you must submit proof of income.**

#### **INCOME VERIFICATION:**

**TWO most recent paystubs along with last paystub of the previous year or W2**

**Bank statement showing recurring pay deposits**

**Tax return (e.g. 1040, 1040EZ)**

**Letter from employer on original company letterhead**

**Proof of Trust Income**

**Income Investment Statement**

**Grant Documentation**

**Proof of Social Security, Retirement or Disability Income**

**Job offer letter on original company letterhead**

**Bank Statement Reflecting Balance equivalent to Rental obligation for 1.5 times the lease term.**

#### **RESTRICTIONS:**

**Only cats are allowed in the apartments**

**No dogs except those assisting the handicapped, may vary by Property (restrictions apply)**

**No more than two (2) people per bedroom and no waterbeds.**

#### **CRIMINAL RECORDS:**

**The following guidelines are used in Accepting/Rejecting the application:**

**All applicants and household members 17 years and above will be screened for criminal history.**

**FELONY**

- Convicted of the Manufacture and/or Distribution of Illegal Drugs –No time limit**
- Theft of property - 7 years from completion of sentence**
- Damage to Property – 7 years from completion of sentence**
- Drug Violation – 7 years from completion of sentence**
- Weapons – 7 years from completion of sentence**
- Violence – No time limit**
- Crime/Injury to Persons – No time limit**
- Sexual Offenses – No time limit**
- Invasion of privacy – 5 years from the completion of any sentence, probation or parole**

**MISDEMEANOR**

- Theft of property - 5 years from completion of sentence**
- Damage to Property – 5 years from completion of sentence**
- Drug Violation – 5 years from completion of sentence**
- Weapons – 5 years from completion of sentence**
- Violence – No time limit**
- Crime/Injury to Persons – No time limit**
- Sexual Offenses – No time limit**
- Invasion of privacy – 5 years from the completion of any sentence, probation or parole**

A \$35.00 non-refundable fee per applicant is required to process an application, \$45.00 non-refundable fee for a Married Couple. **All applicants and household members 17 years and above will be screened for criminal history and are required to fill out an application and pay the \$35 non-refundable fee.** This fee covers the cost of a standard credit check and the application verification process that will be performed. An applicant who passes the screening criteria is offered an apartment when a suitable one is available. An applicant who does not satisfy the screening criteria is not accepted as a resident. All adults who plan to reside in apartment are required to submit application and provide two forms of identification, one photo ID. If asked to get a co-signer, another \$35.00 non-refundable fee is required for processing.

If you have questions regarding your credit, please direct your inquiries to the following:

Trans Union Consumer Disclosure Center  
 PO Box 100  
 Chester, PA 19022  
 (800)888-4213

By applying for an apartment in one of our communities, you acknowledge that the credit check and other verifications will be performed, and you give your permission for us to do so.

A separate reservation deposit check in the amount of \$100.00, made out to **National Real Estate Management**, must be paid at the time of application for management to reserve an apartment for you. The deposit is refundable in the event your application is not approved or if you **cancel within (72) seventy-two hours** of placing your deposit. Please allow up to **(30) thirty days for any refunds**. If you cancel your reservation after **(72) seventy-two hours**, your deposit will be forfeited. If approved the \$100.00 reservation deposit will be applied to the security deposit due. The security deposit is equal to one month’s rent.

“I hereby authorized National Real Estate Management Company to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to credit history, civil and criminal information, rental history, employment/salary details, vehicle records, licensing records and/or any other necessary information. I understand that subsequent consumer reports may be obtained and utilized under this authorization in connection with an update, renewal, extension or collection with respect or in connection with the rental or lease of a residence for which application was made. I hereby expressly release National Real Estate Management Company, and any procurer or furnisher of information from any liability what-so-ever in the use, procurement, or furnishing of such information and understand that my application information may be provided to various local, state and/or federal government agencies, including without limitation, various law enforcement agencies.”

Please sign and date this letter where indicated below and give it to a member of the leasing staff. Additional copies are available if you would like to keep a copy for your files. Thank you for applying at our community; we hope that you will be a long-term resident with us.

\_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
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