



Hello Prospective Tenants & Agents,

Thank you for your interest in our rental listings! Below is a detailed explanation of our listings' property tours, qualification standards, and application process.

PROPERTY TOURS

All property tours are scheduled through the listing agent on the MLS via the Showingtime system or Rently.com Showing appointments are available during regular business hours only, as noted below. All listings are monitored with an alarm and camera system, so access must be confirmed by our office or the owner before any tours are made.

Property Tour Hours:

Mondays through Saturdays (8 am until 6 pm) and Sundays (12 pm until 6 pm) using Rently <https://homes.rently.com/homes-for-rent/properties/6347234?source=marketing>

All applicants MUST see the property's interior before a residential lease will be approved.

QUALIFICATION STANDARDS

Applicants who do not meet the minimum screening standards will not be approved. Additionally, any applicant who falsified information on the tenant screening or application will be denied. All incomplete applications will be automatically rejected after three business days in incomplete status.

Minimum Applicant Standards:

- All applicants must have current photo identification and a valid social security number
- Applicant's monthly household income must exceed 2.5x the rental amount.
- All income must be from a verifiable source. (*Unverifiable income will not be considered*)
- Applicants must receive positive references from all previous landlords for the last 5 years.
- Applicants may not have any evictions or unpaid judgments from previous landlords.
- Applicants must have a minimum credit score of 600 (if a co-signer is required, the credit score must be 700 or higher)
- Applicants credit profile must not exceed 24% for collection or delinquent accounts
- Applicants must have a clear criminal background
- Applicants must have 1 year of employment and 5 year minimum for co-signer

APPLICATION

The application process is handled through a third-party service and requires a fee paid directly through the system. Please note all application fees are non-refundable. The current application fee is \$75 per adult applicant and is subject to change based on their policies. All approvals or denials of applications are processed through the application system.

All applications are processed on a "first come, first serve basis," with time and date denoted through the system to act as receipt of the fully complete application. The application processing timeframe is 3-5 business days from receipt of the complete application. This time frame varies depending on the receipt of the complete application, documents, and verification. Incomplete applications will not be processed until all documentation is received.



Each person 18 or older must complete the application process and provide valid, current photo identification. All occupants over the age of 18 years must complete an application and provide current photo identification.

All applications are reviewed for final approval or denial by the landlord/owners, not the listing agent. The processing of an application will include direct contact with employers, landlords, personal & professional references, government agencies, law enforcement agencies, and more, depending on the information submitted for verification.

Acceptable Documentation for Applicants:

- Photo identification: state-issued driver's license or identification card
- Proof of income: pay stubs, W2, court decree for alimony or child support, tax returns, offer letter
- Self-employed or Retired income: last 2 years of tax return, bank statements, certified CPA letter
- Housing Voucher (if applicable)

After approval, the applicants will have 24 hours to submit a reservation fee equal to one month's rent to hold the property until a mutually agreed move-in date. The move-in date shall be at least five business days from approval and no more than 14 days unless agreed in writing. Once all move-in requirements have been met and a lease executed, the reservation fee shall be transferred to the tenant account balance due upon move-in.

No property will be held for more than the acceptance period without a reservation fee. Furthermore, no properties with a reservation fee will be held for more than two weeks without a signed lease or written confirmation.

Please note the new tenant process includes a lease review/signing, full maintenance inspection, utility services transfer, and tenant walkthrough before keys are released. Please expect 3-5 business days for this to be completed.

Apply Now: <https://hyrsmanagement.managebuilding.com/Resident/rental-application/new>

If you have additional questions, please contact our office using the contact information below. We will assist you Monday through Friday, 11:00 am until 5:00 pm eastern time. For prompt response, email is the preferred and best method.

Our Best,
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