

Application Guidelines

Each applicant 18 or older is required to fill out an application along with submitting a \$40 application fee. An application is considered complete when the form is complete, application fee(s) is paid, and if you have a pet or service animal your animal information form is complete and submitted. Properties will continue to be marketed until the first approved applicant has a signed lease and paid the security deposit in guaranteed funds. This is in accordance with Federal Fair Housing Law and therefore, there are no exceptions. To avoid having a home or apartment “rented out from underneath you,” sign a lease and pay your security deposit in guaranteed funds immediately.

Application Process

- Incomplete or unverifiable applications may be denied.
- Each of the qualification standards will be rated on a scale. If applicants do not qualify, they may be eligible to pay a double deposit and/or have a co-signer.
- See Pet Policy for pet guidelines.

Qualifications

1. Rental History

- a. Length of residency is rated.
- b. Payment history.
- c. Condition of the property at move out.
- d. *Non-relative sources are considered most reliable.*
- e. *Applicants must provide the information necessary to contact landlords for previous 2 years.*
- f. *We reserve the right to deny an application if we are unable to verify prior rental history.*

2. Sufficient Income/Resources

- a. Length in field of employment is rated.
- b. Rent to income ratio is rated.
- c. *Income/resources must be verifiable through pay stubs, employer contact, current tax records, bank statements, and/or like financial documentation.*

3. Credit Check

- a. Experian credit score is rated.
- b. Payment history is rated.
- c. Number of non-medical delinquencies is rated.
- d. *Negative reports may result in denial of application.*
- e. *Co-signers must have a credit score of at least 700.*

4. Criminal and Residential Background Check

- a. Automatic Denial to any Felony conviction less than 5 years from release. Felony convictions can be cause for denial. Regardless of conviction date, no applicant with a felony conviction for an act of violence, sex crime, or illegal manufacturing or distribution of drugs will be accepted.
- b. Automatic Denial to any individual with an eviction on record that is less than 5 years old.

Please remember the following:

1. Application fee of \$40 per person.
2. Government issued Identification
3. The last 3 months of paystubs from current employment or other verification of income.
4. Current and previous landlord phone numbers.
5. Information Form for animal.

Jacob Grant Property Management is an Equal Opportunity Housing Company and does not take race, color, national origin, religion, sex, familial status or disability into account when considering an application.

Do you have a disability that requires an accommodation or a building modification? Please request the IFHC accommodation request form at support@jacobgrant.com.

You may request an accommodation for the lease signing appointment to support@jacobgrant.com.



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