

## *Application Requirements and Resident Qualification Standards*

**\*\*\$65.00 Application fee for each individual over the age of 18\*\***

### **Income Requirements**

- Gross combined monthly Income of 3 times the rent. Income is added together for all occupants on the lease. \*Unemployment benefits, education loans and grants, and cash benefits are not considered a source of income.

### **Credit Requirements**

- Good credit history is expected. Good payment history and on time payment expected. 600 credit score will be used as a guideline to be considered.
- No delinquencies or mortgage debt (medical and educational debt exempt)
- No foreclosures
- No collections
- No judgements
- No bankruptcies

### **Housing Requirements**

- No rental evictions
- Good landlord reference (no lease violations, owing money, unauthorized tenants, etc.)
- No Government Housing Vouchers accepts

### **Animal Guidelines on Properties that allow pets**

- No Pit Bulls, Rottweiler, Doberman or mixture including these breeds
- PetScreening application must be submitted for each application regardless is a pet will be staying at the property.
- All pets must be up to date on all vaccines. Veterinary records must be available upon request.

### **Background Requirements**

- No felonies of any kind in the past 10 years
- No Sex Offender / Sexual Predator convictions
- Must not have 3 or more Misdemeanor or higher level convictions in the past 5 years

### **Frequently Asked Questions**

- **How long does it take to process the application?**  
Average 3-5 business days once all the correct paperwork has been submitted
- **What documentation is required?**  
Government issued ID, 2 recent pay stubs, or a letter verifying employment, current tax returns and/or bank statements if self-employed
- **Is there a fee to apply?**  
Yes, there is a non-refundable \$65 application fee to apply. Each occupant over 18 years of age is required to submit an application and meet the qualifications individual with the exception of income.
- **Am I paying Kunkel Wittenauer Group my application fee?**  
No. All applications are processed by Rental History Reports. Please direct all inquiries regarding your file to the following contact: 618-632-8200 x 107
- **When is the deposit due?**  
The deposit is due within 24 hours of application approval and is equal to the amount of 1 months' rent.
- **What else is due prior to move in?**  
There is a \$150.00 nonrefundable Administration fee. The Administration fee is to cover the expense associated with administrative work completed prior to your move in.

### **Rental History Reports**

7900 West 78<sup>th</sup> Street, Suite 400 | Edina, MN 55439  
Telephone (952) 545-3953 or (888) 389-4023  
[www.RentalHistoryReports.com/Applicant](http://www.RentalHistoryReports.com/Applicant)