

Application Requirements and Resident Qualification Standards

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

Kunkel Wittenauer Group does not accept co-signers

Income Requirements

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

Credit Requirements for each individual over the age of 18

- Good credit history is expected. Good payment history and on time payment expected.
- No delinquencies or mortgage debt (medical and educational debt exempt)
- No foreclosures
- No collections
- No judgements
- No bankruptcies

Housing Requirements for each individual over the age of 18

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

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?**
Due to an increase in fraudulent applications and income verifications, our application processing time is 5-7 days. We appreciate your patience as we have to make extra efforts to catch those attempting to commit fraud.
- **What documentation is required?**
Government issued ID, 2 recent pay stubs, or proof of income
- **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 apply and meet the qualifications individual with the exception of income. Kunkel Wittenauer Group does not accept co-signers
- **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 100
- **When is the deposit due?**
The deposit is due within 24 hours of application approval.
- **What else is due prior to moving in?**
There is a \$195.00 nonrefundable Administration fee. The Administration fee is to cover the expense associated with administrative work completed prior to your move in.