



Rental Criteria and Instructions

Thank you for considering Home Team DuPont. Before applying, please review the following guidelines and contact our office to ensure the home is still available. The application is for qualification purposes only and does not guarantee that the applicant will be offered this property.

Application

- **Non-refundable Application fee is \$45.00 per person, 18 and older.** Photo ID must be submitted.
- Qualification for a property is determined based on the entire household.
- Applicant may be denied for providing false, inaccurate, or misleading information or for an incomplete application.
- Processing typically takes one to three business days, depending on the responsiveness of your references.
- **Rental Request Verification form** – completed authorization form available both in our office and online, signed by applicant(s). This form is **REQUIRED** to request your prior rental landlord references.
- Once approved, you must pay your holding fee/security deposit within 48 hours of notification of an acceptable screening, or the house may be rented to the next applicant.
- **POA.** If you are signing with a POA, please bring a copy for our records.

Credit Report

- Home Team DuPont does not accept Re-usable Screening Reports as a substitute for our normal screening requirements.
- Established credit history. No delinquent payments or past pattern of delinquency.
- No un-discharged bankruptcies.
- Minimum credit score of 660
- Certain credit and collection activity may result in application denial or increased security deposit.

Income Requirements

- Gross income shall be A MINIMUM of three (3) times the monthly rent amount. Only verifiable income will count. Valid source must be provided (pay stubs for prior 30-day pay period, child support documents, last years' tax returns if self-employed, etc.) Roommates must each meet the gross income requirement individually.
- Ability to pay all deposits and rent in full, prior to move-in.
- Co-signers must reside in Pierce or Thurston Counties. Co-signers must meet twice the gross monthly verifiable income requirement per property.

Employment History

- Twelve (12) months of current and continuing employment and/or 1 year of employment in the same field. Self-employed persons will need to show tax returns and previous 2 months bank statements.

Rental History



- Twelve (12) months of verifiable rental history or home ownership.
- No evictions, unlawful detainer filings and no outstanding money owed to a previous landlord or 1 rental utility.
- Proper notice given to current or previous landlords and leaving prior rental properties in good condition with no pattern of complaints from neighbors. Late payments may be cause for denial.

Criminal Records

- Criminal convictions may result in the denial of your application. Reviewed on a case-by-case basis.

Pets:

- photo must be submitted
- max of 2 pets, if allowed

Emotional Support/Service Animals:

- Proper documentation to verify reasonable accommodation and modification requests regarding a service animal or emotional support animal as defined by Washington State RCW 49.60.218.
- Military refer JBLM policy that is posted on website. Additional information may be obtained from JBLM Housing Office.

Smoking:

- No smoking is allowed in any of our properties.

Our company policy is to report all non-compliances with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau.

The above criteria are subject to change without notice.

By completing an online application, I hereby authorize Home Team DuPont to verify the information provided on the application for initial tenancy and again upon any future lease modifications or renewals including, but not limited to obtaining credit reports, character reports, civil and/or criminal records, verifying source of income and rental history. I agree a copy of this application may be faxed or copied for verification of such authorization. I understand that false, fraudulent or misleading information may be grounds for denial or tenancy and/or forfeiture of my rental or lease agreement.

In compliance with the Fair Credit Act and RCW 59.18.257(2) this is to inform you information on credit, criminal and civil records is provided by CSC Credit Services, PO Box 619054, Dallas TX 75261-9054 1-800-392-7816 www.csccredit.com. If you are declined tenancy due to the consumer report, you may obtain a free copy of your credit report and/or dispute the accuracy of information appearing in the consumer report from the company listed above.



Rental Verification

This is a request for verification of resident history. We are processing the application for residency and need to complete our processing within 24 hours. Please respond promptly so we can expedite their approval. Please fax completed form to (253) 883-3302.

Name of Tenant(s): _____

I/we authorize Home Team DuPont to obtain our rental history.

Applicant (TENANT) Signature

Date

Applicant (TENANT) Signature

Date

Tenant Former Address: _____

Landlord Name and Phone #: _____

BELOW To Be Completed By Former Property Management Company/Landlord:

Property Address: _____

Move-in Date: _____ Move-out Date: _____

Rent Amount: _____ Number of Late Pays _____ Number of NSF's _____

Any pets on lease: _____

Any Complaints including pet complaints: _____

Any Notices Served: Yes _____ No _____

Proper Notice to Vacate: Yes _____ No _____

Was Tenant Evicted: Yes _____ No _____

Condition after Move-out: _____

Was security deposit returned? _____

Would You Re-rent to Tenant: Yes _____ No _____

Please fax (253-883-3302) or email back to admin@hometeamdupont.com

If you have any questions, we can be reached at 253-883-3300. Thank you.