

# **John L. Scott<sup>®</sup>**

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## **REAL ESTATE**

### **Medford Property Management**

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## **APPLICATION SCREENING POLICIES**

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### **APPLICATION PROCESS**

- We offer application forms to everyone who inquires about the rental.
- We review completed applications in the order in which we receive them.
- If we are unable to verify information on an application, the application may be denied.
- We may require up to two days verifying information on Application.

### **GENERAL REQUIREMENTS**

- Applicant must show two sources of I.D., one must be a photo I.D.
- One year rental history must be provided and verifiable.
- We reserve the right to deny an application if we are unable to verify rental history.
- Any individual who is currently using illegal substances, or has been convicted of the illegal manufacture or distribution of a controlled substance will be denied tenancy.
- A credit check and criminal check will be performed; a negative result may result in denial.
- Exceptions may be made for applicants with qualified co-signers or increased deposit/payments.

### **INCOME REQUIREMENTS**

- Monthly household income shall be at least 2 times the stated rent income must be verified by pay stubs, employer contract, tax return, and/or bank statements.
- Self-employed applicants shall be required to show proof of income with last year's tax return.

### **SCREENING PROCESS**

- We determine, based on the application, whether the applicant meets our screening guidelines.
- We verify income and resources.
- We check with current and previous landlords.
- We obtain a credit report, criminal records report, and public records report.

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**Please complete the attached application and return to the office with a \$30.00 non-refundable Applicant Screening Charge for each applicant over the age of 18. If application is approved, we require payment of deposit within 24 hours to guarantee and hold rental. If payment is not received in 24 hours, we will continue with the next applicant**