

Keystone Property Management
308 SE Greenville Blvd., Suite 2B
Greenville, NC 27858
Ph: 252-355-8884 | Fax: 252-353-4314

Rental Qualifications

Thank you for choosing Keystone Property Management to assist you in finding your new home. Our applicants are required to meet certain criteria before residing in one of our rental units. Below is a list of our current qualifications. Prior to completing the application, please carefully review the following criteria to determine your eligibility.

- ✓ Each applicant must be at least 18 years of age.
- ✓ Students must have a Parental Guarantee form signed by a parent or legal guardian and notarized.
- ✓ A non-refundable application fee of \$30.00 (for each applicant) is required for each applicant, not including married couples. All roommates must fill out a separate application.
- ✓ We must be able to verify employment. Self-employed applicants must provide either a financial statement (bank statement, CPA document, etc.) or a tax statement from the previous year.
- ✓ Your gross income must be equal to at least three (3) times the amount of your monthly rent. A recent bank statement verifying funds equivalent to twelve (12) months of rent may be accepted. Other forms guaranteeing income (student loans/grants, social security benefits, alimony, disability, etc.) will also be accepted.
- ✓ Each applicant must have both positive current and former rental references. Applicants with prior evictions will not be accepted. A co-signer may be accepted on applicants with no rental history. A co-signer must be a parent, guardian, or relative and must meet all rental qualifications. Co-signer will be responsible for all financial liabilities incurred by the lessee.
- ✓ Your established credit references must be in good and current standing for at least six (6) months. You should pay any judgments or collections prior to submitting the application. Any rating other than R1 or R2 must not reflect a past-due balance. In the case of bankruptcy, court records showing all included accounts may be required. The bankruptcy must be over two (2) years old. Also, you must have at least one new current account established that is at least six months old. *Exceptions reviewed by management.
- ✓ Keystone Property Management complies with the Fair Housing Act as amended, prohibiting discrimination in housing based on race, color, religion, sex, national origin, disability or familial status.
- ✓ Unit is not reserved until security deposit is paid. Once application is approved and security deposit is put on the unit, we can hold the unit for two (2) weeks only.

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Statement of Rental Policy

Equal Housing: Non-discrimination on the basis of race, color, creed, sex, national origin, familial status of disability (in accordance with the 1988 Fair Housing Amendment) is the comprehensive policy of this company.

Availability: Based on availability of specific apartments.

Rental Applications: To be completed by each applicant without omissions or falsifications.

Credit Check: A complete check of credit history will be made.

Residence – Present and previous residence must report prompt payment record and sufficient notice given.

Employment – Stable employment and income verification.

Credit Bureau – Satisfactory credit bureau rating.

Application Fee – Paid by applicant for verification of information.

Age: All lessees must be of legal age to contract.

Occupancy: Each roommate is fully responsible for the entire rental payment and all must sign the lease. Greenville City Ordinance states that no more than three unrelated persons may occupy a dwelling.

Rental Payment: The monthly rent is due on the first of each month. There will be a late charge penalty for all rent paid after the sixth of the month in the amount of 5% of the rent or \$15.00 whichever is greater. All returned checks will be assessed a \$25.00 service charge plus applicable late charges as stated above.

Pets: Pets may be allowed in some properties with a nonrefundable pet fee.