

Keystone Property Management
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Rental Qualifications

Thank you for choosing Keystone Property Management to assist you in finding your new home. We use the following general guidelines in qualifying rental applicants. You are required to meet certain criteria before residing in one of our rental units. However, exceptions are made in certain situations.

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 your employment. You must have at least six (6) months with your current employer. Self-employed applicants must provide either a financial statement (bank statement, CPA document, etc.) or tax returns 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. Any judgments or collections prior to submitting the application should be paid in full. 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.
- ✓ Residences will not be reserved until a security deposit is paid. Once application is approved and security deposit is paid on the unit, we can hold the unit for two (2) weeks only.

Should you have any questions, please call our office.