

JGA PROPERTY GROUP

TENANT APPLICATION CHECKLIST

APPLICANT NAME: _____

CO-APPLICANT NAME: _____

PHONE: _____

PHONE: _____

EMAIL ADDRESS: _____

EMAIL ADDRESS: _____

Please make sure that you submit all of the requested information. Failure to submit complete information may delay the processing of your application.

PLEASE PLACE THIS DOCUMENT ON TOP OF YOUR MATERIALS WITH YOUR APPLICATION FEE ON TOP.

- Rental Application prepared and signed by each of the tenant applicants for the property.
- Copies of a valid Driver's License or State-issued identification (including military I.D.) for each adult occupant (over the age of 18) of the property.
- Verifiable proof of employment household income in excess of three times (3x) monthly rental amount: (1) Last three pay stubs; (2) last two tax returns.
- Recent credit report from one of the three credit reporting agencies (Equifax, Experian or TransUnion)
 - o Please note that you can order a **free credit report** from any one of the three reporting agencies from **www.annualcreditreport.com**. Two of the agencies often allow you to download and print the report immediately. If you would like, you can forward the report to our offices at **office@jgaproperty.com**. Put your name and the property address in the subject line. If you would like, you can send the report via U.S. mail to us at our address listed below.
- Application processing fee of \$50.00 (fifty dollars) for each tenant. The fee is to be paid in cash, cashier's check, money order, CashApp or PayPal (you may incur PayPal fees).

QUALIFICATION REQUIREMENTS

In order to qualify to rent our units, we require the following:

1. Applicant and each adult resident must have and provide current governmental identification (Driver's License, state-issued identification card, military identification).
2. Applicant and each adult resident must provide a valid social security card with number.
3. Applicant's monthly household income must exceed three times (3x) the rental amount. All income must be from a verifiable source. Unverifiable income will not be considered.
4. Applicants may not have any evictions or unpaid judgments from previous landlords.
5. Applicants must exhibit a responsible financial life. Applicant credit score must be a minimum of 600.
6. A background check will be conducted on all applicants over the age of 18. Applicant's background must exhibit a pattern of responsibility.
7. Positive references from all landlords for the previous five (5) years. Provide names and phone numbers.
8. Applicant must be a non-smoker.
9. Number of rental occupants will be limited to those disclosed on tenant lease.