

# 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](http://www.annualcreditreport.com). If you would like, you can forward the report to our offices at [office@jgaproperty.com](mailto: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 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. Credit score must be At or near 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.

**Application and Rental Deposit Fees:** In order to understand the fees that you will incur to rent our units, below is a list of fees. Others may apply depending upon the unit to be rented. **Applicants only pay the application fee to start.** Upon acceptance as a tenant, the other fees will be calculated and applied to the rental.

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| <ul style="list-style-type: none"><li>▪ <b>Application Processing Fee: \$50/per adult</b></li><li>▪ 1<sup>st</sup> Month Rent</li><li>▪ Security Deposit: 1½ Month's Rent</li><li>▪ Other Fees: TBD Based upon property location</li></ul> | <ul style="list-style-type: none"><li>▪ City of Detroit COO Fees: \$100</li><li>▪ Attorney Processing Fee: \$50</li><li>▪ Key/New Core Fee: First Set - \$75 / Second Set: \$10</li></ul> |
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**PayPal:** [jacksongates@aol.com](mailto:jacksongates@aol.com) (add \$2 PayPal Processing Fee) ▪ **Cash App:** \$JGAPROPERTY ▪  
**Mailing Address:** JGA Property Group ♦ P.O. Box 2502 ♦ Detroit, MI 48202