

Prospective Tenant Screening

Wick-Mullins Property Management does not discriminate against applicants on the basis of race, color, national origin, religion, sex, familial status, disability or age.

Tenant will be required to come in to Wick-Mullins office to pick up keys during normal office hours and participate in a 30 minute orientation.

General Info

We do not lease to:

- Multiple families wishing to lease properties zoned as single family dwellings
- Applicants that cannot furnish proof of employment; this includes applicants wishing to apply under Housing Assistance Voucher Programs
- Applicants that falsify or omit information on their rental applications
- Persons who cannot provide social security cards, valid driver's license for all residents 18 years of age or older
- Application fee is \$40 per resident(s) 18 years of age or older; fee is reduced to \$20 for dependent adult child still in school and living at home
- We do not accept background checks or credit reports from other agencies in lieu of fees accompanying applications or in lieu of running our own reports

Documentation

- Application fee must accompany application(s) prior to our running background check(s) for review and consideration for rental placement
- Applicant(s) income should be at least 3 times the rent; child support and social security income for dependent children are not considered in this computation
- Person(s) guaranteeing performance under the lease must be 18 years of age or older and will need to be a resident once the lease is in place
- All employed applicant(s) must submit copies of last two paycheck stubs with year to date information
- Applicants applying under Housing Assistance Voucher Programs must submit a copy of their voucher with their application
- Self employed applicants who have passed background checks will need to submit their last 3 months bank statements prior to final approval for a property

BACKGROUND CHECKS

Employment & Income

Prospective Tenant/Applicant must have:

- Completed in full all contact information for Employment and Income verification
- Applicant(s) should submit their last two paycheck stubs showing year to date figures
- If applicant wants social security and/or disability income considered, a copy of the award letter and last check stub should be submitted for verification
- If applicant is submitting a housing voucher for consideration, a copy of the official award letter with official signature, showing monthly amount to be paid under the program, number of occupants, and expiration date should be submitted for verification

Rental History

- Full contact information for prior rental properties must be completed
- Evictions
- Unpaid balances
- Unfavorable property condition at move-out
- Comparison of monthly mortgage amount to monthly rental amount

If prior rental history is not able to be verified or is unfavorable and owner accepts applicant an additional security deposit amount may be required.

Criminal

We do not accept applicants (or other household members/residents) that have a criminal records within the last 5 years. This includes but is not limited to a conviction of:

- Any felony, even a felony that is pled to a misdemeanor
- Crimes against people or property
- Crimes involving the use, manufacture, sale or distribution of controlled substances
- Crimes involving solicitation or prostitution
- Gun possession

However, it is the sole discretion of the property owner to qualify or disqualify an applicant or household member that has a minor offense on his/her record(s).

Credit report

Financial judgments and liens

- No discharged bankruptcies
- No unresolved tax liens

Credit scores below 540 may require additional security deposit amount. The client credit score is an indicator of their commitment level to financial obligations and is used to set a comfort level for expected financial performance under the lease.

Pets

- Acceptance of pets are on a case by case basis and must be approved by owner and is strictly at owner's preference
- Pet deposit is \$300.00 per pet under 25 lbs.; \$500 per pet over 25 lbs.
- Pet deposit is refundable
- All cats are to be declawed and spayed or neutered
- No aggressive breed dogs are allowed even temporarily on a property. This includes but is not limited to Boxer, Chow, Pit Bull, Staffordshire Terrier, Doberman Pincer, Rottweilers, Mastiff and any mixed bred dog with these parentages.

Important Note

After verification of information and completion of screening; applicant is presented to owner for final approval. This process takes no less than 2 work days to complete and may take more depending on owner availability and the completeness of documentation and application information provided by applicant or applicant's realtor, as well as the response time from previous landlords and employers.