

Dodson Property Management – Application Acceptance Policy

1 – Any person intending to occupy the residence that is 18 years or older must complete an application and be included on all legal obligations. Any person not possessing sufficient qualification may obtain co-signers as a responsible party with the same procedure. Valid identification will be required at time of application.

2 – A credit report must be obtained from all responsible parties. A minimum credit score of 600 is required for routine approval. Scores of less than 600 may be accepted upon approval of the property owner and/or the payment of additional security deposits.

3 – Employment must be obtained on all responsible applicants. Verifiable monthly gross income must be greater than or equal to three times the monthly rental amount. Applicant is encouraged to deliver all necessary documentation to assist with this verification. Acceptable documentation can take the form of paychecks, check stubs, bank statements and any other documents proving employment and/or income. Self-employed applicants will be required to furnish 3 months of personal bank statements showing proof of deposits. Company bank statements will not be accepted. Newly employed applicants can use an offer letter on company letterhead as proof of employment. Phone verifications will also be done on applicants.

4 – A verifiable rental or mortgage history from a non-related person must be obtained on current and previous residency for the last two years. Rental history must reveal timely payment and fulfillment of the contractual agreement. More than two late payments per year will disqualify the applicant. Prior evictions, foreclosures, or bankruptcies in the past three years, current intentions of default, or any balance owed to a previous landlord will also disqualify the applicant. Applicants not meeting residence history requirements may be accepted upon approval of the property owner and/or the payment of additional security deposits.

5 – A criminal background check will be run on all applicants. Applicants with a felony in the past ten years or any violent crimes or sexual offenses, regardless of time, will result in an automatic disqualification.

6 – Non-refundable application fee – All responsible applicants agree to pay our firm a non-refundable application processing fee, as prescribed by each property, for review of the credit file, verification of employment, rental history, income, and other pertinent data necessary for the approval of the application.

7 – Adverse Action Notice – All applicants, if rejected, will receive, in compliance with state and federal laws, a notice of rejection by U.S. Mail in the time provided for by law.

8 – Deposits and Collections – All applicants will be required to submit certified funds for the initial deposits and an initial payment equal to the pro-rated rent. Payments thereafter may be paid by personal check (unless otherwise instructed). No cash is accepted. Our firm reserves the right to hire professional collection services including, but not limited to attorneys, to recover checks and other debts owed.