

Rental Qualification Criteria



Thank you for choosing a Progress Residential home.

This packet contains our Rental Qualification Criteria. Please read each of these documents thoroughly before submitting your Lease Application, Lease Application Fee, and Holding Fee to us. *(Each person who is 18 or older will need to submit a separate Lease Application and Lease Application Fee, either online or by certified check or money order.*

Below is a quick summary of our process.

Lease Application Review & Approval

1. Complete your Lease Application and submit it, along with your support documents and funds online at www.rentprogress.com.
2. We will notify you of whether your Lease Application has been approved within 48 hours of receiving your full Application Packet (Lease Application + support documents + fees).

NOTE: We need your full Application Packet at least five days before your Move-in Date.

Move-in Date & Cost Sheet

1. When your Lease Application is approved, we will contact you to confirm your Move-in Date and Time.
2. After we confirm your Move-in Date and Time, we will send your Move-in Cost Sheet for review.

Lease Agreement

We will send your Lease Agreement to you via email for your electronic signature after we have confirmed your Move-in Date. Please make sure you sign your Lease Agreement within 48 hours to ensure the email and your Lease Agreement don't expire and your Move-in Date isn't delayed.

Move-in Orientation & Account Set-up

1. We will meet you at your new home on your Move-in Date, so that we can walk through your home with you to make sure you're familiar with all of its features and functions.
2. While we're there, we'll also assist you with setting up your Resident Services Account, if you haven't already set up an account to apply online, so that you can pay your rent and submit service requests.

Rental Qualification Criteria

1. Occupancy Guidelines

The following occupancy standards apply based on two persons per bedroom, plus one person per home.

# OF BEDROOMS	MAX. # OF OCCUPANTS
2	5
3	7
4	9

# OF BEDROOMS	MAX. # OF OCCUPANTS
5	11
6	13

2. Age

Applicants must be 18 years of age or older, unless deemed to be an adult under applicable law with respect to the execution of contracts. *(Each person who is 18 or older will need to submit a separate Lease Application and Lease Application Fee.)*

3. Identification

Applicants must present valid photo identification issued by any state or federal authority of the United States, including, but not limited to: (i) a state-issued driver's license, (ii) state-issued identification card, (iii) U.S. passport or passport card, (iv) U.S. CIS Form I-551 permanent resident card, (v) U.S. Military ID Card, or (vi) a student, employment, or travel visa issued by the United States with an expiration date longer than the proposed lease termination date.

4. Credit

A credit report will be completed on all applicants to verify credit worthiness. Income plus verified credit history will be entered into an application scoring model to determine rental eligibility. Late payments, collections, and charge-offs will be negatively scored. Open bankruptcies will result in an automatic denial.

When there is more than one applicant in the applicant group, each applicant's credit score will be averaged. An applicant who is denied due to criminal history, rental history, and/or civil court record will cause the entire applicant group to be denied.

5. Income

The combined household income of all applicants must be a minimum of 3x the monthly rent. To verify income, we require a U.S. government-issued photo ID plus the following:

STATUS	DOCUMENTATION
Employed (currently)	Pay stubs for the past 6 current, consecutive weeks
Employed (starting new job)	Offer letter on official company letterhead
Self-employed	Income tax returns for the past 2 years <i>Note: We will average your gross annual income over the 2-year period to calculate your average monthly income.</i>
Out-of-State	Offer letter on official company letterhead or Letter of employment
Retired	Current statement from issuing agency AND Bank statements for the past 3 current, consecutive months
Other	Bank statements for the past 6 current, consecutive months for: bonuses, checking /savings accounts, child support, commissions, disability, GI benefits pension, social security, or tips

All supporting documentation must be submitted within 24 hours of the Lease Application, otherwise the Lease Application will be canceled. NOTE: Some credit and income scoring results may require further income verification and additional financial information.

6. Guarantors

A guarantor is required for applicants who do not meet the income or credit requirements noted above. The guarantor is subject to the same guidelines as applicants, plus income must be four times the monthly rent. The guarantor must complete a separate Lease Application and pay a Lease Application Fee. The guarantor will be required to sign the Lease Agreement and/or an addendum thereto.

7. Rental History

Prior rental history will be verified. Applicants will be automatically denied for the following reasons:

- Eviction within the last seven years.
- Outstanding debt/judgment to any prior landlord. (Proof of any satisfied judgment will be required.)

8. Criminal History

A criminal background check will be completed for each applicant. The Lease Application will be denied for criminal activity of any applicant that has resulted in a conviction within the time period prior to the Lease Application date, as follows:

OFFENSE	FELONY	MISDEMEANOR
Crimes against children	Declined regardless of time	
Sex-related offenses		
Homicide		
Kidnapping		
Drug sale, manufacture, distribution		
Other crimes against persons, property, or animals	10 years	3 years
Financial crimes (e.g., bad check, identity theft, fraud)	10 years	3 years
Other drug, prostitution, and/or weapons-related offenses	10 years	3 years
Traffic, alcohol-related, all other offenses	10 years	0 years
Deferred adjudication or adjudication withheld	5 years after completion of probation/parole	
Pending cases and/or arrest warrants		
Incarceration (due to conviction) release date	5 years	3 years

These criteria do not constitute a guarantee or representation that residents or occupants currently residing in one of our homes have not been convicted of, or subject to, deferred adjudication for a felony, certain misdemeanors, or sex offenses requiring registration under applicable law. Residents or occupants may have resided in one of our homes prior to implementation of this policy, and our ability to verify this information is limited to the information made available to us by the applicant(s) and credit reporting services. Residents or occupants who are convicted of any of the foregoing after this Lease Application, may be subject to forfeiture of Lease Application Fees or eviction, if conviction occurs after Move-in.

9. Falsification of Lease Application

Any falsification in an applicant's paperwork will result in the automatic denial of the Lease Application, the applicant will not be given the option of reapplying, and applicant forfeits all deposits and fees paid.

10. OFAC

An OFAC (Office of Foreign Assets Control) search report will be completed for each applicant. Any applicant that appears on an OFAC list is subject to automatic denial.

11. Pets

No more than three animals are allowed per home. Acceptable pets include: dogs, cats, small caged animals, caged birds, and fish. Aggressive dog breeds including German Shepherds, Bull Terriers, Dobermans, Rottweilers, and any mix containing one of these breeds are prohibited. Livestock, farm animals (including potbellied pigs), and poisonous, dangerous, or exotic animals (such as snakes or spiders) are prohibited. (Verified service animals are allowed and may not be subject to breed restrictions.) A non-refundable pet fee in the amount of \$300.00 will be charged prior to Move-in.

12. Vehicles

No more than three vehicles are permitted. Boats or trailers are not allowed unless approved in writing by the landlord.

13. Utilities

Depending on the home you select, certain utilities such as water, sewer, trash, gas and electricity may already be on, and in the landlord's name. If this is the case, you will be automatically enrolled in our utilities payment plan, provided through Conservice. Monthly utility bills will be received from Conservice and paid through landlord, and you will be charged a monthly service fee of \$9.99 and a one-time account enrollment fee of \$25.00. A member of the Progress team will be able to identify for you whether the home you select will be subject to this service.

14. Renter's Insurance

Landlord strongly encourages residents to carry personal property insurance coverage and a minimum of \$100,000.00 of liability insurance coverage and to have Landlord, property manager, and their successors and assigns listed as additional insureds. Residents who choose to not carry this insurance will be charged a monthly Exemption Fee.

15. Holding Fee

When a Lease Application is submitted, applicants must provide a Holding Fee of \$500.00, which reserves the home on a first-come basis. Holding Fees are non-refundable upon approval of your Lease Application, whether or not you have had an opportunity to visit the home for a walk-through and whether or not you have been able to review the terms of our Lease Agreement. The Holding Fee will be applied to the first month's rent upon Move-in.

The Holding Fee will reserve the home for you, but does not create or guaranty any right to occupancy of the home.

By submitting the Holding Fee, you acknowledge and agree in good faith that if your Lease Application is approved, you intend to rent the home by the Proposed Lease Start Date, whether or not you have been able to visit the home for a walk-through. You are encouraged to review a copy of our Lease Agreement Sample prior to paying the Holding Fee.

15. Holding Fee continued

The Holding Fee will be returned only if:

A: Any applicant's Lease Application is denied or

B: The home is not ready for you to move-in by the Proposed Lease Start Date and you decide not to rent it.

Return of funds in one of these situations will occur 7-10 business days, depending on the method of payment and financial institution. If your Lease Application is cancelled for any other reason, including if the Security Deposit and any other amounts due are not paid prior to the Proposed Start Lease Date, the Holding Fee will not be returned.

16. Homeowner's Association

Many of our homes are located within homeowner, neighborhood, or condominium associations ("HOA"). This means that in many cases the home will come with fabulous amenities, but will be subject to the rules and restrictions of that HOA. In some cases, the HOA has its own resident and lease approval process, which will occur in addition to the landlord's review and approval process. In these cases, the landlord's approval of your Lease Application will be subject to the HOA's approval. To help the process along, you agree that the landlord and landlord's agents may provide your Lease Application, and you will provide any additional information, as required by the HOA in their approval process.

17. Lease Application Does Not Create a Lease

This Lease Application, even if approved, shall under no circumstances be considered a Lease Agreement, or an offer to lease. No lease shall exist unless and until the parties enter into a formal Lease Agreement and applicant pays all required fees, deposits, and advance rent.

18. Use of Information

The information in this Lease Application, or obtained as a result of the authorization given herein by the applicant, will not be sold or distributed to others. However, such information may be used to decide whether to lease to the applicant and for all other purposes relative to any future Lease Agreement between the parties, including the enforcement thereof.

19. Lease Agreement

The Lease Agreement is not negotiable. The Lease Agreement is a binding contract and by signing it, you acknowledge that you have read and understand the terms of the Lease Agreement and your obligations as a resident. You may request a sample Lease Agreement for review after submitting your Lease Application, however, the sample Lease Agreement is subject to change without notice.

20. Commitment to Equal Housing

Landlord and landlord's agents are committed to providing equal housing opportunities to all rental applicants regardless of race, color, religion, national origin, sex, handicap, familial status, or other protected status.

Lease Application

Property Address, City, State, Zip:	
Move-in Date:	Move-out Date:
Are you working with a Realtor? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please input Realtor's Name:
Realtor's Phone:	Realtor's Email Address:

Each occupant who is 18 or older must complete a separate Lease Application.

Basic Information	
Applicant's Name (First, Middle, Last):	
Social Security Number:	Date of Birth (MM/DD/YYYY):
Driver's License/ID # (State):	Home Phone:
Work Phone:	Cell Phone:
Email Address:	

Current Address	
Street, Unit, City, State, Zip:	
How Long? From (Month/Year):	To (Month/Year):
Last Rent/Mortgage Payment Paid (Month):	Amount: \$
Owner's/Manager's Name:	Owner's/Manager's Phone:
Reason For Leaving:	

Current Employment <i>(Please attach support documents referenced in Section 4 of the Rental Qualification Criteria.)</i>	
Company Name:	
Address:	Company Phone:
Occupation:	Type of Business:
Supervisor's Name:	Monthly Salary: \$
Date of Employment – From (Month/Year):	To (Month/Year)

Occupants <i>(List all additional adults and children who will occupy the home.)</i>		
<input type="checkbox"/> Check this box if there will be no additional occupant(s).		
Name:	DOB (MM/DD/YYYY):	Relationship:
Name:	DOB (MM/DD/YYYY):	Relationship:
Name:	DOB (MM/DD/YYYY):	Relationship:
Name:	DOB (MM/DD/YYYY):	Relationship:
Name:	DOB (MM/DD/YYYY):	Relationship:

Additional Information	
Have you ever been evicted for any reason?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a felony or misdemeanor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please explain any "Yes" answers, and include dates and location of the eviction/conviction:	

Pet Information <i>(Maximum of 3 pets permitted.)</i>				
Name:	Type:	Breed:	Weight:	Age:
Name:	Type:	Breed:	Weight:	Age:
Name:	Type:	Breed:	Weight:	Age:

Emergency Contact	
Name:	Relationship:
Phone:	Address:

For Guarantors in AZ, CA, NV, TX, and WA
Are you married? <input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes," Spouse's Name (First, Middle, Last):

By signing below, the applicant acknowledges that he/she has read and met all of Progress Residential's Rental Qualification Criteria. Any falsification in any applicant's paperwork will result in the automatic denial of the applicant; the applicant will not be able to reapply, and all deposits and fees will be forfeited.

This Lease Application is incomplete and will be rejected unless all support documentation has been received within 24 hours of submitting this Lease Application. Support documentation may be submitted online, via email to the address on Page II, or to our office.

I hereby authorize Progress Residential to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating my Lease Application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. I hereby expressly release Progress Residential, and any procurer or furnisher of information, from any liability whatsoever in the use, procurement, or furnishing of such information, and understand that my Lease Application information may be provided to various local, state, and/or federal government agencies, including, without limitation, various law enforcement agencies.

Applicant Signature: _____

Date: _____



Lease Application Fee Receipt

Each occupant who is 18 or older must complete a separate Lease Application and pay a separate Lease Application Fee, plus any applicable tax. Please complete one (1) Lease Application Fee Receipt for each Lease Application Fee collected.

This Lease Application Fee Receipt is strictly an acknowledgement of the date and amount of the Lease Application Fee received from the applicant to process the applicant's Lease Application. This Lease Application Fee is NON-REFUNDABLE, regardless of whether the applicant is approved, approved with conditions, or declined.

Property Address, City, State, Zip:	
Lease Application Fee Amount: \$	
Applicant's Name (First, Middle, Last):	
Applicant's Signature:	Date:
Realtor's/Agent's/Owner's Name:	
Realtor's/Agent's/Owner's Signature:	Date:

Note to Realtor/Agent/Applicant:

If the Lease Application Fee is not paid online, cashier's check or money order must accompany this Lease Application Fee Receipt.

Realtor/Agent and Applicant must keep a copy of this Lease Application Fee Receipt.

Holding Fee Agreement

This Holding Fee Agreement is strictly an acknowledgement of the date that the \$500.00 Holding Fee, plus any applicable tax, was received to hold the home for occupancy in the event the Lease Application is approved. The Holding Fee will reserve the home for you, but does not create or guaranty any right to occupancy of the home.

Property Address, City, State, Zip ("Home"):
Proposed Lease Start Date (MM/DD/YYYY):

By submitting the Holding Fee, you acknowledge and agree in good faith that if your Lease Application is approved, you intend to rent the home by the Proposed Lease Start Date as-is, whether or not you have been able to visit the home for a walk-through. You are encouraged to review a copy of our Lease Agreement Sample prior to paying this Holding Fee.

The Holding Fee will be returned only if:

- A:** Any applicant's Lease Application is denied or
- B:** The home is not ready for you to move-in by the Proposed Lease Start Date, and you decide not to rent it.

Return of funds in one of these situations will occur electronically within 7-10 business days, depending on the method of payment and financial institution. If your Lease Application is cancelled for any other reason, including if the Security Deposit and any other amounts due are not paid prior to the Proposed Start Lease Date, the Holding Fee will not be returned.

Applicant's Name (First, Middle, Last):	
Applicant's Signature:	Date:
Realtor's/Agent's/Owner's Name:	
Realtor's/Agent's/Owner's Signature:	Date:

Note to Realtor/Agent/Applicant:

*A home will be removed from the market upon receipt of this Holding Fee, on a first-come basis.
If the Holding Fee is not paid online, cashier's check or money order must accompany this Holding Fee Agreement.*

Lease Application Checklist:

- Lease Application (*one for each occupant who is 18 or older*)
- \$45 Lease Application Fee (*one cashier's check or money order per Lease Application*)
- Copy of Government-Issued Photo ID
- Income Documentation (*Please review Section 4 of the Rental Qualification Criteria for a list of support documents.*)
- Holding Fee (*online payment, cashier's check, certified check, or money order*)
- Lease Application Fee Receipt
- Holding Fee Agreement

Submit your completed Lease Application and support documentation to:



Atlanta

AppAtlanta@RentProgress.com



Las Vegas

AppVegas@RentProgress.com



Dallas

AppDallas@RentProgress.com



Phoenix

AppPhoenix@RentProgress.com



Houston

AppHouston@RentProgress.com



Tampa

AppTampa@RentProgress.com

For additional assistance, contact us at 888-878-5016 or CustomerCare@RentProgress.com.