

SAGE Living By Design, LLC

RENTAL APPLICATION SCREENING GUIDELINES

Screening fee: \$30 PER PERSON

1. APPLICATION SCREENING PROCESS:

- Each person over 18 must submit an individual application.
- All applications should be legible, verifiable and accurate.
- We will not review incomplete applications.
- We will verify rental history, personal references, employment, and will obtain a credit, criminal and/or public records report. The applicant has the right to dispute the accuracy of any information provided to us by a credit reporting agency.
- An application fee of **\$30** per individual (18 and over) shall be paid at the time of application. This charge is **NON-REFUNDABLE** and can be paid in money order or check made payable to **SAGE LIVING BY DESIGN**.
- Also enclose a copy of a photo ID (driver's license or passport).

2. PRIOR RENTAL HISTORY:

- Rental history of two years must be verifiable.
- Exceptions may be made for otherwise qualified applications with additional security deposit.

3. SUFFICIENT INCOME/RESOURCES:

- Total income/resources shall be at least three times the amount of monthly rent.
- If other resources, copies of retirement investment reports or other financial data that can prove source, amount, frequency and duration may be required.

4. CREDIT/CRIMINAL/PUBLIC RECORDS CHECK:

- Negative reports may result in a denial of application.
- Arrests and/or convictions of criminal activity may be evaluated and may result in a denial of application.

5. OUR POLICIES/LIMITATIONS:

- The rental unit is a non-smoking unit. You are allowed to smoke on the exterior of the unit only. For 540 Polk St, no smoking is allowed on the property at all.
- The behavior of all applicants during the application process will be considered.
- Pets may result in additional security deposit or pet rent. Types of animals accepted vary by property.
- Aid animals or modifications to the unit necessary to assist those with disabilities will be allowed.
- No marijuana may be grown on the premises.
- If we are unable to verify information on an application, the application may be denied.