

# SAGE Living By Design, LLC

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## RENTAL APPLICATION SCREENING GUIDELINES

### 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.
- The application fee is payable by each person 18 and over and shall be paid at the time of application. This charge is **NON-REFUNDABLE** and can be paid by credit card, money order or check made payable to **SAGE LIVING BY DESIGN**. If your application is not run, we will refund your fee.
- Also enclose a copy of a photo ID (driver's license or passport).

### 2. PRIOR RENTAL HISTORY:

- Rental history of three 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:

- No smoking is allowed anywhere on the premises.
- The behavior of all applicants during the application process will be considered.
- Pets will require an additional security deposit. A total of two pets are permitted. All pets must be spayed/neutered, vaccinated and insured by the tenant's renter insurance policy. 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, or if an application is not complete, the application may be denied.