

INSTRUCTIONS FOR RENTAL APPLICATION

APPLICATION FEE: An application fee must be paid in order to process your application. The application fee is \$25/adult listed on the application, or \$40/married couple. This fee will be applied to your first month's rent if you are approved. Otherwise, it is non-refundable.

In determining if you are eligible to rent from Sulco Corporation, we look at many criteria. We like to see two to three landlord references for each adult applicant seeking to rent. We also look at ability to pay, taking your verifiable income from a current steady income source, and comparing it to your other expenses and rent. We will also look at how long you've lived at previous rentals, since we require at least a one-year commitment. We also run a credit check on every adult that is applying to rent.

- **We need at least two, preferably three, landlord references** to check (we need phone numbers--if you don't know the numbers, look in phone books, or go back over your old records.) We do not use relatives as references, nor do we count "living with a friend and paying them rent" as a landlord reference. We only count it as a reference if you rented directly from the landlord, and the lease was in your name. We look for references that were at least one year in duration or longer.
- You must list how you will pay for the apartment. We either need a phone number to contact your employer. Include copies of your past four pay stubs. If you have been at your employer for less than one year, list your previous employer and a phone number.
- All adults (unless you are married) must fill out separate applications, even if all the information is the same. If you are married, but have different rental histories over the past five years, you must also fill out separate rental applications. You must go back to 1998 to say where you have lived. Do not skip over any periods of time, and list phone numbers so we can call to verify. We need at least five years of rental history. Use a separate piece of paper if you need to.
- You need to provide identification (driver's license, etc.) of all adults listed on your application when you pass in your application. Please bring these with you so we can photocopy them.
- Please make sure to answer ALL the questions on the back of the application.

Remember that if you pass back in an incomplete application, we will hold it until it is complete, so please make sure it is complete before you pass it in.

EARNEST MONEY: If you want the apartment, you need to put down earnest money, which is equal to one month's rent. If you pass your application back without the earnest money, we can review it, but if someone else comes in while your application is being reviewed and pays earnest money, they will be considered first for the apartment. All earnest money payments and first month's rent payment must be made in the form of cash, money order or certified check. Earnest money will be refunded if you are **not** approved for the apartment. The earnest money will convert to your security deposit if you are approved.