

## Hanover Square Rental Requirements

- Application fee: \$50.00 per applicant \* (non-refundable)  
\*Anyone age 18 and over must apply as a leaseholder. Payment must be received prior to running credit via PayLease.
- Applications: All requested information on the application must be completed in its entirety. All information must be accurate and verifiable.
- Security Deposit: Equal to 1 month's rent unless otherwise specified to hold the townhome. Cashier's check or money order only made payable to **East Hill Real Estate** (MAY NOT BE PAID ONLINE)
- 1<sup>st</sup> Month's Rent: To be paid on or before the day you receive your keys via PayLease. The first month's rent is non-refundable should you choose to cancel and not move into your townhome.
- Pets: There is a non-refundable pet fee of \$500. A maximum of 1 dog or 1 cat per household is allowed. All owners must show proof of most recent shot records and breed of pet from a veterinarian. Dogs and Cats **MUST** be spayed or neutered. **\*\*Dogs are subject to our breed restrictions.** We do not allow breeds such as Rottweilers, PitBulls, Doberman Pinschers, Akitas, Staffordshire Terriers, Malamutes, Great Danes, Chowchows, or any Hybrid or mixed breed of any of the afore-mentioned dogs/breeds. Townhome and single family home residents' dogs must weigh no more than 50 lbs. fully grown.  
\*We reserve the right to change the pet restrictions at any time without notice.

It is our policy to allow a maximum of 2 occupants per bedroom in our townhomes.

### **Applicant Requirements:**

1. A credit report will be obtained on all applicants age 18 and older in order to show credit worthiness. We will not consider medical accounts or educational loans as positive or negative accounts. A positive credit history composed of a FICOS score of at least 600 is required. Negative credit accounts include but are not limited to charge offs, delinquent accounts, and collection accounts. All bankruptcies must be discharged for at least six months, with evidence of positive credit since discharge. Any unpaid tax liens, landlord debt, and open judgments will automatically deny an application.
2. A positive rental history, with no more than two late payments in the prior 12 months' rental history, and no eviction filings within the past 5 years.

3. Civil monetary actions must have been paid in full prior to application date. If credit report does not state such, applicants must provide verifiable documentation.
4. No court proceedings pertaining to landlord/tenant issues nor civil monetary actions pertaining to landlord/tenant issues within the past five (5) years.
5. A clear criminal background check.
6. Net monthly income must be equivalent to at least three times the monthly rental amount and debt to income ratio must be less than or equal to 65% of applicant's income.
7. Proof of income must be supplied to the Management Office in the form of:
  - Two most recent paycheck stubs
  - Self-employed persons may provide the last 2 full year tax returns
  - For applicants whose employment is less than 3 months must provide an offer letter on company letterhead to verify hire date and salary of new employment. Offer letters must be signed by an HR representative, owner, owner's representative, division manager or direct department head.
8. Identification in the form of a Drivers License, State ID, or Passport will be required at the time of application to confirm identity.
9. Income documentation required for retired individuals may include any of the following:
  - Bank Statements
  - Social Security Statement
  - Pension Statement

All required application documents must be received with seven (7) days from date of application or the application will be denied.

### **Renter's Insurance**

Applicants must provide proof of current renter's insurance for the desired apartment, townhome or single-family home prior to receiving keys for the unit. The liability coverage limits must be at least **\$300,000** and the contents coverage not less than **\$30,000**.

**Office Hours: Thursday through Monday 10:00 am to 6:00pm**

*Revised June 18, 2017*

*Prices subject to change without notice*