



## Application Guidelines

- A completed application is needed for all applicants 18 and over
  - Each applicant will pay a \$30.00 credit report fee after the application is submitted and reviewed
  - Please complete each item on the application, initial, and sign at the bottom of each page where applicable
- Rental verification forms need to be signed by each applicant and include a minimum of 2 years residency history
- Proof of income
  - Income of 2.7 times the monthly rent is our guideline
  - Applicant's original paystubs for one month's salary (i.e. two paystubs if you are paid monthly or bi-weekly; 4 paystubs if you are paid weekly)
  - Self-employed - we will need your last three months of original bank statements **and** last year's signed income tax return
- Photocopy of a government issued ID for each applicant
- Renter's liability insurance of \$100,000 naming Surterre Property Management and the owner of property as additionally insured

### *If Applicable:*

- Picture and description of your pets (age, weight, height, etc.) An additional deposit will be required if approved:
  - \$300 per cat (max 2)
  - \$1,000 for a dog (small dogs under 25 lbs)

Prospective Tenants should visit:

<http://www.surterrepropertymanagement.com/available-properties> to complete an application