

# Application Process and Rental Criteria

Online Applications: <https://starproperties.managebuilding.com>

All occupants 18 and older must complete a separate application online. \$30 application fee is non-refundable. Application fee must be paid for process to begin. Online fees: .50 E-Check or 2.99% Credit Card. Email copy of D.L. and last two paystubs or income verification to [star\\_properties@sbcglobal.net](mailto:star_properties@sbcglobal.net) if you do not attach to online application.

No evictions, broken leases, owe/owed another property money or foreclosure in the past 2 years. If something older than 2 years, you must have excellent rental since then through an apartment complex or property management company. NO family or individuals owners used as rental references. No lease guarantors/cosigners or Housing Programs Accepted. If NO verifiable rental history than TransUnion resident score must be 700+ and a 1.5X security deposit is required.

Gross monthly income must be 3X monthly rent (no overtime, child support or unemployment used in calculation) Provide proof of additional income when applying like SSI, 2<sup>nd</sup> job, etc. No opened bankruptcies in the past 2 years. If TransUnion resident score is below 600 and applicant qualifies in all other areas application may still be approved but with 1.5X security deposit. No felony convictions in the past 5 years. Prior felony convictions evaluated based on charge (No sex offenders, intent to distribute/manufacture drugs and/or violent crimes allowed).

Animals allowed at only some of our properties. If allowed a \$400 Deposit will be required and a \$25 month animal fee. No more than 2 animals, nothing under 1 year of age, certain breeds are restricted by owners insurance. No exotic animals. Vet records must be provided.

Only two vehicles per property allowed on the **majority** of our properties. Especially on any single car driveways. No boats, trailers, or RV allowed to be stored at property. All vehicles must have current tags and must be operable at all times. No vehicle may be parked on the yard at any time.

No smoking allowed (inside/outside) at some of the properties. Other properties smoking allowed outside only. No trampolines/pools allowed. We do not provide refrigerators or warrant any left at property. We do not warrant or repair any garage door openers, remotes and/or sprinklers. No pool tables allowed on Acton School properties.

If approved to secure the unit the lease must be signed/returned and the deposit mailed within 3 days of receiving the emailed lease documents. If property is vacant leases must start no later than 2 weeks after approval. The deposit and first full month's rent will need to be a money order or cashier check made out to Star Properties. If a deposit is paid and the applicant cancels before the lease starts, the deposit will be forfeited as a cancellation fee equal to the amount of the deposit paid. Keys are not released until all rent/deposits are paid in full and lease starts.

Star Properties will obtain credit, criminal and eviction reports, verify employment, rental history and obtain any other information related to the application. Application will be rejected for providing any false information. **Star Properties does not discriminate on the basis of race, color, religion, sex, disability, familial status, national origin or any other protected class.**

Questions call Star Properties 817-426-0032

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