



Rental application must be accessed and completed online at [www.sevillepropertymanagement.com](http://www.sevillepropertymanagement.com)

## APPLICATION CRITERIA INFORMATION

Thank you for your interest in renting from Seville Property Management (SPM). We use a professional screening service to evaluate each application. The following information summarizes the approval process.

### General

- Each person 18 years of age or older that will be living in the unit must submit a completed application and pay the application fee.
- No smoking of any kind is allowed in, on, or around any of our properties including balconies, garages and common areas.
- If the applicant or any persons on the application require reasonable accommodations because of a handicap or other disability, the applicant must supply proof of the disability with the application. Applicants must submit a Seville Property Management Request for Reasonable Accommodations with the application.
- Verifiable identification; when making application, applicants must furnish verifiable photo identification such as drivers' license, military ID, state ID, or passport. Identification from merchant stores is not acceptable.
- Any evidence that an applicant has lied on the application will result in an automatic denial.

### Pets

- Please check the advertisement on [www.sevillepm.com](http://www.sevillepm.com) to confirm if pets will be considered for the specific property you are applying for. Also check what the number, type and weight restrictions are.
- You must submit pet applications at <https://sevillepropertymanagement.petscreening.com>. No pets will be considered without a pet application. PetScreener.com fees apply.
- You MUST submit current vaccination records, photos and your tenant insurance policy number in order to have your animal considered. The information you submit to Petscreening.com will provide a score of 1 through 5 Paws.
- Animals meeting a minimum score of 3 out of 5, with all documents uploaded and meeting the weight and type restrictions will be approved subject to an additional deposit and/or monthly pet fee.

### Application Scoring

SPM approves applications based on a point system with four weighted scoring categories. They are:

1. Employment and Income
2. Credit
3. Housing
4. Identity and Accuracy



## Application Process

- The application fee must accompany the application prior to processing the application
- All deposits must be paid in certified funds
- Properties may only be held for up to 15 days with an approved application, signed lease and full deposit; We will continue to market all properties until we receive a signed lease and full deposit.
- NOTE: Signing a lease but failing to submit the deposit will NOT take the property off the market and the property may be leased to someone who is able to complete the full requirements.
- We strive to approve or deny all applications within 72 business hours except when delayed due to delays in receiving information from 3rd parties.

## Possible Outcomes

The result of the application process will be one of the following:

1. Application Approved with deposit equal to 1 month's rent;
2. Application conditionally Approved with deposit equal to 1.5 month's rent;
3. Conditionally Approved with deposit equal to 2 month's rent
4. Application Declined.

## Employment

- Verbal or written employment verification will be done with Supervisor or Human Resource Manager

## Income

- Total Household gross income must be equal to or greater than 2x the monthly rent amount.
  - Subsidy will be included as income necessary to qualify.
- Income will be verified.
- Must present copies of 2 most recent paystubs w/year to date earnings

## Self Employed

- All income must be verifiable.
- 3 months of personal bank statements may be submitted as proof of income. Income must meet the required income noted above
- 1 year of personal tax returns may be used to assist in qualification.

## Credit

- Bankruptcy will affect score
- Credit history after any bankruptcy will affect score
- # of Negative accounts (excluding medical accounts and student loans)
- Unpaid collections will affect score.



## Housing

- A minimum of three (3) years of address history must be verifiable. Lack of verifiable address history may result in application denial at the discretion of Seville Property Management.

Your application may be automatically denied if you have an eviction record in the past 7 years, negative Landlord reference property damage or outstanding balance due, outstanding Landlord Collection or Judgement, or mortgage is currently past due. Also, instance of broken lease in the past can be grounds for denial.

## Proof of Identity

- All applicants must provide a legible copy of valid identification with full name, date of birth.
- Applicants must also provide one of the following:
  1. Full Social Security Number
  2. Valid verifiable work visa
  3. Alien registration receipt card
  4. Temporary resident card
  5. Employment authorization card
  6. Other personally identifiable form of Identification
- Misrepresentation or inconsistency in application or supporting information shall result in automatic denial.

## Automatic Denial

- Applicants will be automatically declined for the following reasons:
  1. Eviction and / or monies owed to an apartment or landlord
  2. If you have filed for bankruptcy and it has not yet been finalized
  3. Insufficient income
  4. Unruly or destructive behavior by applicant, applicant's children or guests.
  5. Invalid social security number
  6. Failure to pay application fee or an Incomplete application
  7. Lack of verifiable documentation including proof of income and/or rental history.

If the application is denied, a denial letter will be sent to the address listed on your application. The reason for the decline will be outlined in this letter. If the decline was based on credit, a phone number will be provided in the letter for you to call and request a copy of the report from the credit agency. Our office will not disclose any specific information contained in the credit report.

If the application is approved, the property will only be held for 48 hours from notification of acceptance. The full Security Deposit must be received within 48 hours of approval and must be paid by money order or cashier check. If the deposit is not received within 48 hours, the property is subject to being offered to other applicants.

**PLEASE NOTE: One full month's rent paid by money order or cashier check is required upon signing of the rental agreement by all parties.**

