KEY PROPERTY
SOLUTIONS

Rental Qualification Criteria

Read the entire document carefully before applying.

EQUAL HOUSING OPPORTUNITY

Thank you for choosing Key Property Solutions. Key Property Solutions does not discriminate against any person or household based on race, color, religion, sex, disability, familial status, national origin, ancestry, marital status, source of income, age, sexual orientation, gender identity, or any other class protected by federal or Utah fair housing law. This document explains the standards every applicant must meet to rent a home managed by Key Property Solutions, and how we process your application. We apply these criteria consistently to every applicant, and we make reasonable accommodations for people with disabilities. We encourage everyone who believes they meet these criteria to apply.

AT A GLANCE:

- Application fee: $50 for each person 18 or older.
- Income: your household's combined gross income must be at least 2.5 times the monthly rent.
- Proof of income: 60 days of paystubs or other acceptable verification.
- Security deposit: at least one month's rent.
- Photo ID: a valid U.S. government issued photo ID for every applicant and cosigner.
- Automatic denial: an open bankruptcy, or an eviction judgment within the past 5 years.

HOW WE PROCESS APPLICATIONS:

- Your application is complete once it has been submitted with all required information and documents and has been fully processed. We run a credit screening, a criminal background check, rental history verification, and employment or income verification.
- Homes are awarded to the first complete application that meets these criteria. Submitting first does not guarantee the home, and we continue to accept applications until a lease is signed.
- A home is not held until your application is approved. Once you are approved and we send the lease, the home is reserved for you for 48 hours to sign the lease and pay the first month's rent and security deposit.
- An approved application is valid for 90 days, and you may move it to another of our listings without reapplying.
- We aim to make a decision within 3 business days after your application is complete.
- If we deny your application, or approve it with conditions, based on information in a screening report, we will send you a written notice. It will include the screening company's name and contact information, your right to a free copy of the report, and your right to dispute its accuracy.
- Incomplete, inaccurate, or falsified information is grounds for denial. If it is discovered after you move in, it is a violation of your lease.

WHAT YOU NEED TO APPLY:

- Application fee: $50 for each person 18 or older. Each person 18 or older submits a separate application. Before you pay, you receive our Rental Expense Disclosure and these criteria. Application fees are non-refundable, except as required by Utah law. If the rent or fees in your lease differ from what we disclosed before you applied, you may request a refund in writing within 5 business days of receiving the lease by emailing leasing@keypropertysolutions.com.
- Photo ID (required for every applicant and cosigner): a valid, unexpired U.S. government issued photo ID, such as a driver's license, state ID, U.S. passport, or permanent resident card.
- Social Security Number or ITIN: used to run your credit report. If you do not have an SSN or ITIN, you must still provide photo ID and proof of legal residency, and we will verify your income and rental history with the alternative documents listed under Income.
- Proof of legal residency: if you are not a citizen of the United States, you must provide acceptable proof of U.S. legal permanent resident status, legal conditional resident status, or legal presence in the U.S. for the full length of the lease (such as a permanent resident card, or a visa with an I-94, I-20, or employment authorization card valid through the end of the lease). Applicants who cannot provide this proof will be denied.
- You must be able to enter into a legal and binding contract.

INCOME:

- Your household's combined gross income must be at least 2.5 times the monthly rent. Provide 60 days of paystubs or other acceptable verification when you apply, such as tax returns, letters or statements from the income source, or court orders. Income from people who are not applying will not be considered unless it is paid under a court order (such as child support or alimony).
- All lawful income counts, including housing vouchers and other assistance. If you use a housing voucher, the 2.5 times income requirement applies to your portion of the rent.
- If you do not have a Social Security Number or ITIN, we will verify your income with alternative documents, such as written verification of employment or recent paystubs, showing monthly income of at least 2.5 times the rent.
- If your verifiable income does not meet these requirements, or you cannot show a full year of income history, a qualified cosigner will be required, or an additional security deposit may be considered.

CREDIT:

- A consumer credit report will be obtained for each applicant from a third party screening company. Reports supplied by applicants are not accepted, except where required by law. Your credit report is one part of our review, and we do not decline an application based on a credit score alone.
- Credit is weighed together with all of these criteria. The following items (whether or not they have been paid) may require an additional security deposit of up to 2 times the monthly rent: limited credit history, late payments, past due accounts, collections, judgments, tax liens, foreclosures, and discharged bankruptcies. A combination of these items may result in denial.
- The following will result in denial: an open bankruptcy (filed and not yet discharged or dismissed), or an eviction (a court judgment for possession against you) within the past 5 years.
- If you have no credit history, you must provide proof of income of at least 2.5 times the rent and rental history for the past 12 months. If you cannot provide rental history, you may be approved with an additional deposit or may be denied.

RENTAL HISTORY:

- Two years of verifiable rental or homeownership history must be provided. Positive rental history or mortgage payment history must be verifiable.
- Limited rental history may require an additional security deposit or a qualified cosigner.
- A balance owed to a previous landlord (paid or unpaid), late payments, insufficient move out notice, or a history of complaints or lease violations may require an additional security deposit or result in denial.

CRIMINAL BACKGROUND:

- A criminal background check will be performed for each applicant. You will be asked to disclose any criminal convictions and pending criminal charges. You do not need to disclose arrests that did not lead to a conviction, or records that have been expunged or sealed. Failure to disclose required information is grounds for denial.
- Pending criminal charges will not, on their own, be grounds for denial, but may be considered along with the other criteria. Convictions are evaluated individually. We consider the nature and severity of the offense, and how much time has passed since the offense and since release from any imprisonment, parole, or probation.
- The following will result in denial: being listed on any sex offender registry; a conviction for the illegal manufacture or distribution of a controlled substance within the past 7 years; or a felony conviction involving bodily harm, arson, or intentional property destruction within the past 7 years. All other convictions are reviewed individually as described above.
- We encourage you to disclose your history and share any information that helps explain the circumstances. If your application is denied because of criminal history, you may ask us to reconsider and provide additional information.

COSIGNERS:

- Cosigners must live in the United States, complete an application, and pay the non-refundable application fee.
- A cosigner's gross income must be at least 3.5 times the monthly rent. Only verifiable income will be considered.
- Cosigners must meet the criteria above and are held to a stricter credit standard.
- Cosigners must sign the lease and all addendums, acknowledging their financial responsibility.

- Cosigners do not have the right to live in the home. They do not receive keys and may not use amenities.

OCCUPANCY:

- Our occupancy standard is 2 people per bedroom, plus one: a maximum of 3 people in a 1 bedroom, 5 in a 2 bedroom, 7 in a 3 bedroom, and 9 in a 4 bedroom. People of all ages count toward this limit.
- Everyone who will live in the home must be listed, and every person 18 or older must apply. Anyone who stays in the home more than 3 consecutive days, or more than 5 days in any calendar quarter, is no longer a guest and must be approved as an occupant. A child who lives in the home part time under a custody arrangement is listed on the lease as an occupant.
- No more than 3 unrelated adults may live in the home, as required by city ordinance, unless the listing says otherwise.

ANIMALS:

- Pet policies vary by home. If you have a pet, additional requirements apply. Please ask for a copy of our pet policy.
- Assistance animals are not pets. Requests for an assistance animal are handled as reasonable accommodation requests, with no pet fees or breed restrictions.

ADDITIONAL INFORMATION:

- The lease initiation fee is not a deposit and does not reduce the security deposit.
- Smoking is not allowed in any of our homes.
- Liability insurance is required.
- We accept checks, eChecks, and credit and debit cards for application fees, lease initiation fees, and rent. Cash is never accepted.

ACCOMMODATIONS AND QUESTIONS:

- If you need a reasonable accommodation for a disability at any point in the application process, email leasing@keypropertysolutions.com.
- Questions about these criteria or your application: leasing@keypropertysolutions.com.
- These criteria may change. The criteria in effect on the date you apply will apply to your application.