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Rental Policies

Thank you for your interest in DBC Properties!

I. Here are the QUALIFICATIONS FOR RESIDENCY

- a. All applicants 18 years or older must complete a rental application. If false statements are found on the application, you will forfeit all monies, deposits, and fees already paid to owner.
- b. All information on the application must be verifiable.
- c. Gross household income must be three times the rent amount for the unit that you have selected. In roommate situations, both roommates must qualify individually.
- d. All applicants 18 years or older must have good credit established. If the credit report shows more negative credit than positive credit, an additional fee may be required. If applicants have no credit, an additional fee may be required. Any and all utility collections, liens, judgments, and bankruptcies, etc. may result in the application being denied. We require a \$35 application fee per married couple or \$35 per person in a roommate situation. The application fee should be paid in the form of a money order or cashiers check made out to DBC Properties.
- e. All employed applicants must be employed on their jobs for a minimum of six months and receive a positive employment verification. If applicants are on their jobs less than six months an additional fee may be required.
- f. All applicants must receive a positive rental reference from present and previous landlords. (NO EVICTIONS). If applicants have no rental history an additional fee may be required.
- g. If applicants are full or part-time students, parents must co-sign the application and/or lease to establish financial responsibility. If students wish to be financially independent, they must meet criteria #3-6 above.
- h. All applicants 18 years or older must pass a criminal background check.

II. Here is the information on our Waiting List

- a. If you wish to be placed on a waiting list, your completed application plus a \$35.00 partial deposit is needed. You may choose to be called for the "first available," or "first available" in the particular month you wish to move. You may accept or pass on each unit as it becomes available. If **you choose** to take your name off the waiting list, the \$35.00 will be used to compensate the owner for administrative fees. If **we fail** to have a unit available in the 60-day time frame before your target date, we'll refund the \$35.00.

III. This explains our Holding Deposit

- a. A \$100 holding deposit plus \$35 application fee is required to take a rental unit off the market **while your application information is being processed**. If the application is rejected, the holding deposit will be refunded. If your application is approved, the balance of the deposit must be paid in full, within 24 hours of your notice of acceptance. If you change your mind or can't pay the balance of the deposit, the \$100 will be used to compensate the owner for administrative fees, loss of rent, and/or liquidated damages.

NOTE: Before move-in, full deposit and first month's rent payment must be paid in the form of a money order or cashier's check to DBC Properties. Management reserves the right to update the qualifications to rent.

I / We _____ received a copy of the Rental Policies on _____.

_____ I wish to be placed on the waiting list. _____ I have paid a holding deposit.