



# McCreary Realty Management, Inc.

## Rental Application Checklist

### **The following basic guidelines are required for each applicant:**

- The total monthly gross income of all applicants must be a minimum of three (3) times the monthly rental amount
- If acting as a guarantor/cosigner, a minimum of five (5) times the monthly rental amount is required
- No prior evictions
- No current amount due to any previous landlord
- Not currently in bankruptcy

### **Our Process:**

- First completed application received is the first one we run. Any other application received afterwards will only be considered if the prior applications are first declined.
- Applications will be run Monday through Friday. It normally takes 24-48 hours to verify all of the information on the application.
- Credit check, criminal background screening, and eviction history will be conducted on all applicants
- Previous rental history will be taken into consideration, including timely rental payments and fulfillment of lease
- Our credit reporting agency evaluates credit and rental history against indicators of future rent payment performance. An unsatisfactory finding may result in the requirement of an additional deposit, guarantor, or denial. An unsatisfactory credit report reflects past or current bad debts, late payments, unpaid bills, collection accounts, liens, judgments, or bankruptcies.

### **How to submit a Complete Application:**

Each adult, 18 years or older, that will be living in the property must submit a complete application. In order to make sure your application is complete, each adult needs to submit the following:

- Completed application form found at: [www.mccrearyrealty.com](http://www.mccrearyrealty.com)
- A non-refundable application fee of \$50.00 per adult must be paid via Google Checkout on our website, or can be paid in house via cashier's check or money order made out to McCreary Realty Management
- A copy of the 2 most recent pay stubs
- Self Employed individuals must submit the immediate past two (2) year's tax returns
- If you are transferring from out of state or starting a new job, provide a letter from the employer on company letterhead with the start date, salary, and it must be signed by the employer
- For any additional income beyond employment, verification must be provided
- Bank statements will NOT be accepted as income verification
- A copy of a government issued photo ID and social security card
- If applicable, a recent and full body photo of your pet(s)

**Applications will not be processed until the payment and all required documentation is received.**

***Email pay stubs or other information to: [App@McCrearyRealty.com](mailto:App@McCrearyRealty.com)  
or fax to 770-427-3955***