

Rental Screening Criteria

Thank you for your interest in Rego Realty Corp. Our goal is to offer a great quality property and community to our tenants. An important component of the management process is to maintain a thorough screening process. We will accept application meeting the following requirements:

General Requirements

- Need valid photo identification and social security card.
- Each applicant of 18 years or older will be required to qualify individually.
- Must consent to perform current background check.
- The form attached needs to be filled out by the current landlord.
- Application fee is \$30.00 (non-refundable) per adult.

Income Requirements

- Gross monthly household income must equal two times the stated monthly rent. If monthly income does not equal 2 times the stated monthly rent, a qualified co-signer will be required.
- At least 1 ½ to 2 years of law source of income.
- Must show proof of income by bringing in your last 4 current pay stubs
- An application with insufficient Credit score and Rental requirements shall require an additional security deposit.
- Application will be denied if the legal source of income cannot be verified.
- Housing Programs**
 - Section 8 is welcomed. Bring in Section 8 Voucher.
 - Other general, income, and rental requirements must be met.

Rental Requirements

- Eviction-free rental history is required.
- Landlord will review criminal record to determine whether the applicant has been convicted or plead guilty to any crimes. Serious convictions or any drug related convictions will result in denial of the application.
- If a landlord gives a negative reference or refuses to give a reference, the application may be denied.
- Must have rental insurance or agree to take on our Tenant Liability Insurance, \$9.50/monthly.

Approval

If approved, the following is needed:

- Security Deposit (based upon your credit, ranging from one to two months)
- First month rent in advanced.

Please note: Our company works on a first come, first serve basis. We will place an apartment on hold and no longer hold showings once a security deposit is placed on the unit.



Landlord Verification Form

Rego Realty Corp. is requesting verification of rental history for the individual named below, who states they are a present or former tenant. **Please complete the information and fax to 860.525.4499 or fill it out and send it with the tenant.**

Thank you for your cooperation.

Rego Realty Corp.

Tenant's Name: _____ Landlord's Name: _____
Address: _____

1. When did the tenant lease an apartment from you? _____ to _____
2. Did the applicant terminate the lease with proper notice? _____
3. What was the monthly rent during the tenancy? _____ Heat/Hot water included? _____
4. Did the tenant consistently pay rent on time? _____
5. Does the applicant still owe rental money? _____
6. If there is a current lease, when does it expire? _____
7. Has the applicant ever damaged the unit or common area? _____
8. Were any of the tenant's checks returned for insufficient funds? If so, how frequently?

9. Was the tenant ever served with a "Notice to Quit" or made party to an eviction proceeding? If yes, please explain: _____
10. Did you receive any complaints about the tenant? _____
Any problems with neighbors, noise complaints, loitering, etc.? _____
Any behavioral problems due to drinking, drugs, police, parties, fighting, etc.? _____
Allowed person other than those listed on the lease to reside in the unit? _____
11. Based on past experience, would you rent to this tenant again? If not, please explain why.

Landlord Print Name: _____

Landlord signature: _____ Date: _____

Phone: _____ Email: _____