



SCREENING CRITERIA AND APPLICATION PROCESS

All applicants will be charged a **NON-REFUNDABLE** \$40.00 application fee per adult (18 or older)

Each adult over the age of 18 will need to submit a separate application form and pay the \$40.00 fee. Application can be found at

<https://cardinalmanagementgroup.managebuilding.com/Resident/rental-application>

Separate individual emails must be used for each application.

Approval is based on six factors:

- Credit History
- Employment Verification and History
- Income Verification
- Rental Verification and History
- Criminal Background Check
- Animal Criteria

Identification: Each applicant is required to provide a copy of a government issued photo ID.

Income Verification: Income is recommended to be 3 times the monthly rent. The income should be verifiable through employer pay stubs, tax returns, and/or bank statements. Self-employed income may also be verified with a CPA-prepared financial statement or tax returns. Your employment verification should include at least 2 months with your current employer. Transfers or relocations must provide proof of accepted job offer.

Employment: We require employment history for at least the past 2 years. If you are unable to provide this, further explanation may be required.

Residence History: We require verifiable residence history for at least 3 years. Applicants are responsible for providing names, addresses and phone numbers for landlords along with the dates of tenancy. Any evictions in the last 5 years will be automatic grounds for denial.

Credit History: We will obtain a copy of your credit score from TransUnion. You cannot provide this to us. Credit history should show that bills have been paid on time and there is not a history of “write-offs” or accounts going to collection.

Criminal Background: Violent crime, sex offenses, domestic violence, possession/distribution of firearms or illegal substances are all ground for denial.

Animal Criteria: Every owner and/or HOA may have different animal restrictions, please make sure you check the listing. No more than 2 pets allowed at any residence if pets are allowed. Pet screening and additional pet fees may apply.

Depending on the level of qualification of the application, increased security deposit or first and last month’s rent may be requested for approval. There is a minimum 1-month security deposit.

Application Submission Process:

Step 1: All Adults Submit Application Online

Step 2: Approve Background Check

Once your application is submitted online you will receive an email from donotreply@buildium.com with the subject line **Action Required: Credit and background check** typically within 24 hours. Please follow the instructions in that email to approve your credit and background check.

Step 3: Email Documents

All other documentation needs to be emailed to joshu@cardinalmg.com. This includes proof of income, photo ID and anything else you want to provide.

Applications will not be reviewed until all documentation is received from all tenants. Once all documentation is received it will be reviewed by Cardinal Rental Management and often the owner of the property as well. You will receive a decision typically within 2-3 days.

Application Approval: All approved applicants will receive further instruction via email.

At approval, the security deposit will be required within 48 hours in certified funds.

The lease will be drafted and sent out for all parties to sign via Adobe Sign after the deposit has been received.

Start of Lease: All leases must begin within 21 days of application approval. We are unable to hold the home rent free without a lease agreement longer than that time.