



Rental Application Criteria

- Prospective occupant is defined as anyone who will be in the home for a total of 14 days or more in a concurrent or non-concurrent capacity within a 6-month timeframe
- All prospective occupants, 18 years or older, must fill out and sign a rental application
- All applications are required to be completed online
- A non-refundable application fee of \$50 must be paid for each applicant by debit or charge card and required at the end of each application before applying. Cash is never accepted.
- Per City of Tucson Ordinance, No. 10965 for residential use of a family dwelling, "Occupancy of a dwelling by five or more unrelated persons is a group dwelling and not permitted" • All prospective occupants are required to complete a pet profile and screening application for no pets, each pet and/or assistance/service/companion animal by going to the following link:
<https://rgrouppm.petscreening.com/> (See Pet Qualifications & Rules for Additional Information) • All prospective occupants will be considered on the following four criteria:
 - Income/employment
 - Credit
 - Rental History
 - Criminal History

Income/Employment

- Gross monthly income for at least one applicant must be 3x's the monthly rent • If no one applicant meets the 3x's the monthly rent requirement, the applicant's income may be combined
- Employment income considered are as follows:
 - The last 3 most current paystubs show the employee name, employer name, and year-to-date earnings
 - The last 3 most current bank statements show the account holder's name, direct deposit amounts with employer's name, and date of deposit. (Deposits from one account into another account or cash deposits will not be accepted as income)
- If employment income does not meet the criteria, documentation of other supplemental income must be provided (i.e. savings, stocks/bonds, social security, trust fund income, educational grants, etc.)
- Employment must be current and verifiable for a minimum of 2 years in the same field • Unemployment and other non-permanent earnings are not considered as income

Residency

- Rental history will be verified for each applicant
- Applicant must have a minimum of one-year verifiable rental history and:
 - No more than two late payments in the last 12-month period
 - No more than one NSF (notice of insufficient funds) in the last 12-month period
 - No non-compliance issues that resulted in a non-renewal or eviction
 - No evictions in the last three years



Credit

- A credit report will be processed for each applicant
- All applicants must have at least 75% positive credit
- If credit is below 75% positive, the applicant may have a co-signer
- Bankruptcies must be over 2 years old and discharged

Criminal

- All applicants must meet our Criminal History Criteria
- Applicants that are registered sex offenders will be denied. However, the applicant can ask Management to review any additional pertinent information
- Applicants must not have any felony convictions in the past 10 years that involve crimes against person or property, including but not limited to murder, arson, kidnapping, assault, bomb-related offenses, robbery or burglary, terrorism, OR that involve the manufacturing or distribution of drugs
- Applicants must not have any felony convictions in the past 5 years
- Applicants with a felony conviction must have successfully completed their felony sentence at least 2 years ago and have no criminal activity for the past 2 years
- Applicants must not have any conviction of any drug-related offenses including possession only, or alcohol-related offenses where no one was permanently injured or killed, in the past 2 years • Applicants must not have any outstanding warrants or crime that is awaiting trial

APPLICANTS WILL BE DENIED FOR THE FOLLOWING REASONS:

- Pending eviction or eviction in the past three years
- Foreclosures within the past three years with unresolved judgment
- Monies owed to an apartment community or landlord
- Bankruptcy in the last six months or pending Bankruptcy
- Registered sex offenders will automatically be denied
- Falsifying information on the application
- Behavior Issues: if applicant(s) make any derogatory or offensive comments, and/or act in a threatening, combative, intoxicated, or disorderly manner, their application may be denied.

Suppose the Applicant wants to have management review any additional information regarding criminal history or any other issue. In that case, the Applicant can submit that information and Management will review it on a case-by-case basis. Please send your email to Rentals@whyRgroup.com.



PET QUALIFICATIONS & RULES

A pet is defined as any domesticated or tamed animal that is kept as a companion and cared for affectionately and is kept either inside or outside of the home. The following species are considered pets and are not limited to cats, dogs, reptiles, spiders, turtles/tortoises, fish, frogs, rabbits, birds, rodents, ferrets, and more.

An assistance animal (per HUD) “is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or that provides emotional support that alleviates one or more identified effects of a person’s disability. An assistance animal is not a pet.”

The following criteria apply to Pets and do not apply to any Assistance Animals

General Information

- Most of our houses will allow up to two pets
- All leases will require Renter’s Insurance when any pets are living on the property • Please check before applying to see if the property you are interested in has any pet restrictions • Every household application is required to create a PetScreening account to register any, all or no pets or assistance animals which will be living in the home

Dogs:

- Small-sized dogs are considered anything that weighs 22 lbs. or less as a full-grown adult and must be over two years of age
- Medium-sized dogs are considered anything that weighs 23 lbs. to 55 lbs. as a full-grown adult and must be over four years of age
- Large-sized dogs are considered anything that is 56 lbs. or over as a full-grown adult and must be over five years of age
- Certain breeds of dogs must be approved by the Owner regardless of age or size and will require the tenants to carry an extra insurance liability policy on their Renter’s Insurance. These breeds include, but are not limited to: Pit Bull, German Shepherd, Rottweiler, Dobermans, Chows, Akita, Husky, Mastiff, Bullmastiff, Boxers, etc.

Cats:

- Cats must be spayed/neutered



PetScreening.com

All prospective occupants are required to complete a pet profile and screening application for no pets, each pet, and/or assistance animal by going to the following link before being approved.

<https://rgrouppm.petscreening.com/>

PetScreening is a simple and secure way to manage important information about your Pet or Assistance Animal and is a third-party screening tool that will independently verify animal documentation per HUD guidelines.

- If you have No Pet or Animal, you are required to complete the screening process at no charge to acknowledge applicable no pet policies.
- The per-pet application fee is as low as \$20.

All approved applicants will be required to pay a non-refundable pet fee and monthly pet rent. The pet fee and pet rent amount vary per property and do not apply to assistance animals.



WHAT HAPPENS AFTER YOUR APPLICATION IS SUBMITTED

How long does it take to process my application?

- You will receive a text message within one business day stating that the application has been received.
- If all documentation has been submitted, the processing time is generally 4-5 business days
- An application missing documentation is requested via text message and will be put on hold until the requested information is supplied.
- If the documentation is not received within 24 hours or 1 business day, a second request will be sent.
- If the documentation is still not received within 24 hours or 1 business day, the application will be denied.
- Additional documentation should be emailed to Rentals@whyRgroup.com

What if there are multiple applicants for the same unit?

- All applications will be initially reviewed for completeness and meeting the minimum requirements.
- Applicants who do not meet the initial review will be requested and placed on hold until documentation is provided.
- After the initial review, the applicants will be screened for credit, criminal history, etc in the order that the application was received, or additional documentation is provided.
- The first applicant(s) that meets our criteria will be approved and offered to rent the property.

What happens when the screening process is complete?

- Both a text message and email go out to all parties of the application advising of the application status.
 - If approved, the email will outline the fees and deposit amounts
 - If denied, the email will provide additional information regarding the denial

If I am approved, what happens?

- Once you receive the application approval email you will have 24 business hours to bring in an earnest money to hold the property.
- The earnest money is equal to one-half month's rent
- We only accept earnest money as a cashier's check or money order. We NEVER accept cash for any circumstance.
- Earnest money is considered non-refundable if the lease is not signed and/or possession is not taken by the decision or fault of the applicant(s).



What charges and fees can I expect to pay at the beginning of the lease?

- Move-in dates set between the 1st of the month through the 24th will include prorated rent, pet rent & technology fee
- Move-in dates set between the 25th through the end of the month will include prorated rent, pet rent, and technology fee & next month's full rent payment, pet rent, and technology fee • Refundable Security Deposit of 1 ½ times the monthly rent
- A Non-refundable Cleaning Fee which varies per property
- A Non-refundable Pet Fee per pet which varies per property
- A Non-refundable Admin Fee of \$150

What is the monthly technology fee?

As a tenant with RGroup, you will enjoy the convenience of an online tenant portal with web access to rental documents, your rent ledger, text messaging capabilities with management staff, online rent payments, convenient maintenance requests with status updates, and more. The monthly technology fee helps offset the cost of these conveniences. This fee is not optional, and you cannot opt out of these services.

How do I make initial payments?

- The earnest money and all initial lease payments must be paid by bringing a cashier's check or money order to the office.
- After you become a tenant, you will be able to make rent payments online at no charge when using the ACH payment option.

I want to talk with someone about my application, how can I do this?

To supply accurate answers to prospective applicants, we only communicate via email. If you have questions about the property, the application process, or anything else regarding your application, please send an email to Rentals@whyRgroup.com. Please put the property address in the subject line.