

**READ APPLICATION QUALIFICATIONS BEFORE PROCEEDING** all Application Fees are **NON-REFUNDABLE**. To begin the process your rental applications must be filled out completely before we can proceed, even if your application fee was paid.

We can receive multiple applications for one property. If there is more than one qualified applicant, the property will go to the best qualified applicant to bring their holding deposit within 24 hours into our office. If an approved applicant does not bring in their holding deposit within 24 hours, we will move on to the next qualified applicant.

**Approval Criteria:**

**Application fee (non-refundable) - \$60 - all applicants 18 years and older must fill out an application.** All applications must be filled out online at [www.metrodetroitrpm.com](http://www.metrodetroitrpm.com). Application must be paid online.

- **To qualify the rent amount needs to within 30% of your monthly gross income**
- **Proof of income – A MINIMUM OF 12 MONTHS at current job and CURRENT pay stubs for a two-month period**
  - **If self-employed or started a new job:** we will need 2 years of tax returns and 6 months of bank statements
  - **If starting a new job:** we will need an offer letter/contract that must be on the company letterhead and signed by the employer and provide the phone number of a contact person. No screenshots accepted.
  - **If you receive Social Security or Disability Income,** we need the award letter(s)
- **Legible copy of current Driver's license (copy of front and back)**
- **Copy of front of applicant's SSI card.**
- **Credit Check** – credit below our company standards will be subject to denial
- **Residence Verification** – 2 years supplied with names, numbers, and email addresses to verify
- **Criminal Check** – No Criminal Felonies on record
- **Eviction Check** – No Evictions on record from filings to judgement
- **Sex Offender & Terrorist Check** – No Sex Offenders and No Terrorist's

**If the property accepts Pets, we will need the following:** Pet application filled out, current veterinary shots, picture, and proof of breed. Additional fees will apply. Please note due to insurance regulations we cannot lease to tenants with the following breeds: Pit Bulls (Staffordshire Terriers), Rottweilers, Chows, German Shepherds, Doberman Pinschers, Presa Canario, Akita, Alaskan Malamute, Great Dane, Boxer, Dalmatian, Mastiff, Irish Wolfhound, Siberian Husky, Saint Bernard, Australian Shepherd, and Wolf hybrids.

**Once approved for the property:**

The holding deposit is due within 24 hours of acceptance. **WE WILL NOT HOLD PROPERTIES UNTIL WE RECEIVE THE HOLDING DEPOSIT.** Once the lease is signed the holding deposit will convert to the first FULL months rent for the property. **SINCE THE HOLDING DEPOSIT IS NONREFUNDABLE**, please make sure that you have viewed the property and wish to move forward with renting since the property is considered "as is." **All lease signings are completed online. All initial funds must be certified funds either, cashier's check or money order as we do not accept personal checks or cash and must be paid the day before lease signing.** If the move in date is after the 1st of the month pro-rated rent will be charged in addition to the first full month's rent. In addition, check listing for additional charges due at lease signing.

**You are required to provide us with a copy of renter's insurance with \$100,000 liability, or purchase liability insurance through Great American Insurance for a cost of \$15.00 per month and can be paid along with your rent.**