

Application Guidelines

Each applicant 18 or older is required to fill out an application along with submitting a \$25 application fee. An application is considered complete when the form is complete and application fee(s) is paid. Section 8 Housing is not accepted. When an application is accepted, applicant will have 24 hours to pay the security deposit and sign a lease. After this 24 hour hold period, the property will be available to the next approved applicant as well as the first. This is in accordance with Federal Fair Housing Law and therefore, there are no exceptions. To avoid having a home or apartment “rented out from underneath you,” sign a lease and pay your security deposit in guaranteed funds immediately.

Application Scoring Process

- The application is scored using the following items all weighted equally. Having a poor rating in one does not necessarily disqualify you. All 7 items are investigated and scored independently.
 - a. Residency history
 - b. Employment history
 - c. Rent to income ratio
 - d. Experian reported credit score
 - e. Payment history
 - f. Nonmedical collections
- Each of the qualification standards will be rated on a scale. If applicants do not qualify, they may be eligible to pay a double deposit or have a co-signer.
- See Pet Policy for pet guidelines.

Disqualifying Factors

1. Incomplete application information

2. Rental History

- a. Length of residency is rated.
- b. Payment history.
- c. Condition of the property at move out.
- d. *Non-relative sources are considered most reliable.*
- e. *Applicants must provide the information necessary to contact landlords for previous 2 years.*
- f. *We reserve the right to deny an application if we are unable to verify prior rental history.*

3. Sufficient Income/Resources

- a. Length in field of employment is rated.
- b. Rent to income ratio is rated.
- c. *Income/resources must be verifiable through pay stubs, employer contact, current tax records, bank statements, and/or like financial documentation.*

4. Credit Check

- a. Experian credit score is rated.
- b. Payment history is rated.
- c. Number of non-medical delinquencies is rated.
- d. *Negative reports may result in denial of application.*
- e. *Co-signers must have a credit score of at least 700.*

5. Criminal Background Check

- a. Automatic Denial to any Felony conviction less than 5 years from release. Felony convictions can be cause for denial. Regardless of conviction date, no applicant with a felony conviction for an act of violence, sex crime, or illegal manufacturing or distribution of drugs will be accepted.

Please remember the following:

1. Application fee of \$25 per person.
2. Government issued Identification
3. The last 2 months of paystubs from current employment or other verification of income.
4. Current and previous landlord phone numbers.
5. Application for pet.

Jacob Grant Property Management is an Equal Opportunity Housing Company and does not take race, color, national origin, religion, sex, familial status or disability into account when considering an application.

Do you have a disability that requires an accommodation or a building modification? Please request the IFHC accommodation request form at support@jacobgrant.com.

You may request an accommodation for the lease signing appointment to support@jacobgrant.com.