

**Zook Family Investments L.P.  
Residential Rental Application Approval Criteria**

Submit Application(s), Fee(s) and Holding Deposit to:

Manager: \_\_\_\_\_

Property: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**You are NOT REQUIRED to pay for the Credit & Criminal Background screening until your application has been pre-approved. There is NO APPLICATION FEE.**

**General**

Thank you for your interest in applying to rent at one of Zook Family Investments L.P.'s properties. In an effort to remain fair and unbiased we have compiled a list of qualifications which we use to prescreen all of our applicants.

- Application must be filled out completely, signed and dated;
- Any additional document(s) needed for verification must be submitted within 24 hours of request;
- Names of all occupants must be listed on the application;
- Any person 18 years or older, who will be living in the unit, must submit a completed application;
- **THIS IS A NON-SMOKING PROPERTY.**

**Rental/Mortgage History**

An applicant must have at least (1) year of prior rental/mortgage history with no record of:

- Eviction
- Late Payment
- Non-Sufficient Funds (NSF)
- Lack of Proper Notice
- Disturbances
- Violence
- Destruction of Property

Applicant will be denied if their rental/mortgage history is not verifiable.

**Income Requirement & Employment History**

- Applicant's verifiable income must be at least **(2 ½) times** the rental rate.
- Applicant having no monthly income at the time of application must supply proof of sufficient verifiable reserves to be at least **(6) times** the monthly rental rate.
- Applicant who is an independent contractor or self-employed must provide **(2) years** or previous tax returns meeting the above-mentioned income requirement.

**Credit & Criminal Background Screening**

Only after an applicant's application is approved will he or she be subject to a Credit and Criminal Background Screening. At that time, each Applicant must pay a nonrefundable fee directly to "Cozy" for these services.

- Disqualifying Credit History:
  - FICO Score below (650)
  - Bankruptcy (Discharged within the last 4 years)
  - Delinquencies (60, 90 or 120) Days
  - Charge Offs
  - Unlawful Detainer
  - Eviction
- Disqualifying Criminal History:
  - Felony convictions will be evaluated on a case-by-case basis.
  - Misdemeanor convictions will be evaluated on a case-by-case basis.

**WE DO NOT ACCEPT CO-SIGNERS.**

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**Holding Deposit, Security Deposit & First Month's Rent**

- Accepted forms of payment:
  - **Cashier's check or money order ONLY**
  - (made payable to **Zook Family Investments or ZFI**):
    - Holding Deposit = (1) month's rent
    - Security Deposit = (1) month's rent
    - First Month's Rent = full month's rent no matter what day of the month
- A holding deposit and a signed Holding Deposit Agreement are required within 24 hours of an Applicant(s) being approved.
- The premises can be held for a maximum of (2) weeks.
- At the end of the holding period Applicant(s) must enter into and sign a Rental Agreement.
- **Applicant's Decision Not to Inhabit:**
  - If Applicant(s), after approval, chooses not to enter into the Rental Agreement, Owner/Agent may deduct from the holding deposit "lost rental damages".
  - Applicant(s) agrees that "lost rental damages" will be 1/30<sup>th</sup> of the monthly rent specified in the Holding Deposit Agreement for each day the premises was taken off the market.
  - The balance of the holding deposit will be returned to the Applicant(s) within (7) business days.
- The entire holding deposit will transfer to the security deposit at the signing of the Rental Agreement.
- The first month's rent is due at the signing of the Rental Agreement.
- No keys will be given to the Tenant(s) until the Rental Agreement has been signed and all funds are paid in full.

If you meet the qualifications and are interested in the unit simply copy and paste the link below into your browser to apply.

Once you have set up an account with "Cozy" and have filled out the application, do not pay for the Credit & Criminal Background check until your application has been approved and are prompted to do so by the manager.

**DO NOT PAY the nonrefundable Credit & Criminal Background screening fee until your application has been pre-approved. There is NO APPLICATION FEE.**

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