



APPLICATION / RENTAL POLICY

Fair Housing: Sunlight Property Management adheres to Fair Housing Law and does not discriminate against protected classes. To learn more, click here: [Fair Housing Law](#)

Occupancy Limits: We generally do not allow more than two people per bedroom plus one additional person. Children under the age of two (2) are not counted towards the total. We may increase or decrease the occupancy limit for a particular rental based on overall size of the rental, size of individual rooms, infrastructure (e.g. septic capacity), and other factors.

Unrelated Applicants: If three or more unrelated people apply together, each Applicant must have a credit score of 600 or higher, an income of 2x the monthly rent, and one year of verifiable rent history.

Cosigner: If you are unable to qualify on your own, a Cosigner may be permitted. Cosigners must read / accept a separate Cosigner addendum acknowledging their responsibilities. Cosigners must have an individual credit score of 650 or higher and make a gross income of at least 3x the rent. If only one Applicant is using a Cosigner, the Applicants that are not using a Cosigner must meet the requirements of an unrelated Applicant.

Application Process: Everyone 18 years old or older must submit to the application screening process. We use an online application screening system; if you are unable to complete the online application, a member of our staff can assist you for an additional fee. Application fees must be paid in cash, money order, debit or credit card and are non-refundable. We will not process applications until you pay the application fee and provide us with all necessary documentation. If two or more people apply together, we will not process the applications until everyone in your group provides a complete application. We process applications on a first-come, first-serve basis. Any delay in submission may cause you to lose the rental.

Proof of Income: Income should be at least three times the monthly rent and verifiable through pay stubs, bank statements, letter of hire, or tax return. If two people apply together, we can combine the income to meet the requirement. If there are three or more unrelated individuals, please review our policies above. Other forms of income (child support, social security, SSI etc.) may be considered if properly documented. Applicants that do not meet the income requirements may qualify by providing evidence of a savings account with a minimum averaged balance equal to six months of rent for the last six months and by paying a minimum of three months rent in advance or by using a valid Cosigner.

Photo ID: Each Applicant must provide a government issued photo ID (i.e. driver license, passport, etc.).

Credit and Criminal: Sunlight Property Management obtains a full credit / criminal report for each Applicant or Cosigner. We do not accept credit reports from any other source. The report verifies your identity and provides us with your criminal history, eviction history address verification, and a detailed credit report. If you have questions about what may disqualify you, please contact the office. Criminal backgrounds involving violent crimes, sex offenses, domestic violence, and possession or distribution of illegal weapons or substances are all grounds for denial of an application. An exception may be made depending on the type and / or age of offense.

Rental History: We will check your rental history by contacting former Landlord(s) and asking about your rent payment history, lease violations, and if you left it clean and in good repair. Make sure your Landlord knows you are leaving before we call them for a reference. If you were a homeowner, we will verify your address and mortgage payment history on the credit report. We do not accept references from family or friends.

Smoking: We do not allow smoking inside any of our rentals. This includes inside garages, enclosed porches, or outbuildings. You may only smoke outdoors and must be at least ten feet away from any shared entrance / exit. Some Landlords do not allow smoking anywhere on the property.

Scoring: We screen Applicants using an objective, fair scoring system. Your score places you in one of three categories: Approved, Approved with Conditions, or Denied. Approved with Conditions means you present an increased risk and we will only rent to you with an increase in the rent and / or deposit or by using some other method of mitigating the risk. If you apply with someone else, the individual scores are combined to create a group score and determine which category you fall in. If one individual fails to meet the minimum requirements, the entire group will be denied.

Pets: We generally do not allow pets in multi-family properties. Many single-family homes allow pets but may have restrictions on age, size, type, breed or quantity. See our Pet Policy for additional information regarding pets or animals.

Security Deposit: Once your application is approved, you can secure a rental by notifying the office of your intent and paying the deposit within 24 hours. You must pay the deposit in full using certified funds (money order, cashier's check or ACH); we will not accept partial payments under any circumstances. If you fail to pay the deposit, we may offer the rental to someone else. Once the deposit is accepted, you are contractually obligated to rent. If you change your mind within 24 hours of placing the deposit, we will offer a full refund. After 24 hours, the deposit becomes non-refundable.

Reserving the Rental: We will not hold vacant homes off the market for more than 14 days before we expect you to start paying rent and utilities. We can request a longer hold time from the Landlord but you should not expect long hold times.

Rent Payments: Rent is always due on or before the first day of each month. We will not negotiate the due date for rent based on your pay periods, disability payments, social security, etc. It is your responsibility to budget your income to ensure rent is always paid on time. If your first day of occupancy is after the first day of the month, we will prorate your rent that first month and then all months after that will be due on or before the 1st. If you move in on or after the 25th day of the month, you must pay the prorated rent for the month and the full amount for your second month's rent.

Utilities: If you are responsible for utilities, you must establish your own utility accounts and provide proof to us before we issue keys. Failure to maintain utility accounts may result in fines or termination of your lease.

Lease Signing: Each adult occupant must review and sign the lease agreement, even if they are not paying a share of the rent. We will give everyone the opportunity to review the lease agreement and all applicable addenda prior to signing. If you do not understand the agreement or its effects, we recommend you contact an attorney before signing.