



## Resident Screening and Qualification Criteria

### [Beware of CPN Scam Alert](#)

**Standard Qualifications:** All occupants over the age of 18 and older are required to complete a rental application even if their income/credit is not being used to determine eligibility. For minor children/dependants, we only require names and dates of birth.

A non-refundable application fee of \$65.00+ is required, per adult applicant and is paid online via credit/debit card. (We do not have a joint application fee)

A valid government issued photo ID is required to verify identity (passport, drivers license, state issued ID, military ID, etc.) A copy may be uploaded during the application submission or emailed to:

[agent@onesourceatlanta.com](mailto:agent@onesourceatlanta.com) or sent via fax to 1-888-367-8395.

Any and all questions on the rental application must be truthful, answered completely and accurately. Any information or documentation submitted that is considered false will result in your application being denied.

Good communication between the tenants and members of management are one of the key components to a successful landlord tenant relationship. Therefore it is imperative for all tenants to maintain a working telephone or cell phone, internet access and an email account.

**Expected Time Frame for Application Processing:** We value your time and realize that looking for a home can be a tedious and exhausting process. Since our process is automated our application screening reports are normally completed within 72 business hours. However usual delays steam from waiting for supporting documents, rental verifications and employment verifications. In order to avoid delays please include pay stubs, identification cards and your social security card when submitting your application. You may also want to notify your current or previous landlord that we will be contacting them to perform a rental verification. In some cases, we request proof of your last 3 months of rental payments. Please be advised we cannot consider handwritten receipts. All forms of receipts must be in the form of electronic receipts, bank statements, or money order receipts.

Your leasing consultant or showing agent is not involved in the application process and will not be involved in the decision regarding your approval or denial. If you have any questions during this process please call our office at 678-705-7877 or send us an email at [agent@onesourceatlanta.com](mailto:agent@onesourceatlanta.com) Every week we process several rental applications, therefore we appreciate your patience if the process takes longer than expected. If certain documents are requested from our screening team you will have 72 hours to submit these documents or we will have to deny your application.

**Employment / Income:** All applicants applying with One Source Affiliates must have a verifiable gross income of at least 2.5\* (depending on the property) to 3 times the monthly rent. In cases where a co-signer is needed all co-signers must display verifiable income of 5 times the monthly rent. Please be advised any and all information submitted to our office will be verified.

If you are newly employed with a company or being transferred we will require an offer letter or transfer of employment letter.

For self-employed applicants, we will need at least 2 years of tax returns, 2 months of bank statements, and copies of any 1099 tax forms. In the area of social security or retirement benefits, an award letter will be sufficient proof.

**Unemployment Benefits:** Do not meet our criteria for income.

**Rental Verification/Rental History:** All applicants must submit at least 2 full years of rental history that is verifiable with a professional landlord. Please be advised we cannot consider living with a family member to be verifiable rental history. We must be able to verify complaints, late payments, proper notice, outstanding balances, existing pets, damages, dishonored checks, and eligibility for re-rental. In cases where the applicant was previously a homeowner, on-time mortgage payments must be reflected on your credit report. Anything less than 2 years of rental history may require an additional security deposit.

**Evictions/Eviction Filings:** Any eviction filings within the last three (3) years will be grounds for denial of your application. Rental property collections and unpaid balances will also be grounds for denial.

**Credit History:** Your payment history, debt-to-income ratio and credit score will not be solely used in making a final decision. We are looking for judgments, collections, liens, unpaid utility bills and generally how you have paid your bills in the past. A low credit score will not generally disqualify you from renting but a higher security deposit may be required as well as an increased contingent approval fee depending on the overall application evaluation. We do not accept [CPN numbers](#).

**Roommates:** At least one person must qualify in order for any roommates to be accepted. We will not use the combined income to meet the income requirement.

**Bankruptcy:** Open Chapter 7 bankruptcy filings will be grounds for denial of application. Two years must have passed from the date of discharge or dismissal of any prior Chapter 7 bankruptcy.

**Criminal Background:** Current or pending felony charges may be grounds for denial.

**Property Reservation / Holding a Property:** If you are approved and need some time before taking possession of the property, please be advised One Source Affiliates can only hold the home up to 30 days with a signed Commitment Letter. You will need to pay a holding deposit in the amount equal to the first month's rent and sign the Commitment Letter. When it comes time to move in you will sign your lease, pay the balance of any funds owed and the hold money you paid will be applied to the first month's rent. If you fail to execute a lease, or pay the balance of funds owed you will forfeit your hold on the property and the holding deposit.

**Security Deposits:** Security deposits are required on all of our properties and must be paid upon move in. The amount of the security deposit is typically equal to the monthly rent amount. In some cases, an application is approved with a higher deposit.

**Administration / Contingent Approval Fee:** All leases have a \$125.00 Admin Fee due at move in. Depending on credit an additional Contingent Approval Fee may be due. It has been proven through statistical data that an applicant's credit score and overall rating will directly affect the risk of default, property damages and unpaid rent to the landlord. Applicants with a lower credit score pose a significant risk. In an effort to reduce that risk and allow applicants with a less than perfect credit score to still gain approval we will allow applicants to pay a fee to offset the increased risk. Any approved applicants with credit scores below 550 must pay a Non-Refundable Contingent Approval Fee of \$250.00 or more depending on circumstances.

**Pet Policy:** We understand you love your pets and consider them to be a part of your family. However in the past pets have been the source of large amounts of property damage. This creates a significant liability for the owner of the property. Therefore most of our properties have a no pet policy unless otherwise approved by owner of the property. If a pet is allowed, there will be a \$350 pet deposit that is non-refundable \$25 monthly fee. You must also complete an application through [petscreening.com](http://petscreening.com)

**Multiple Applications:** There are times when One Source may have more than one application on the same rental property. This can oftentimes create frustration if an applicant loses the property to a competing applicant. One Source Affiliates legally represents the owner of the home, therefore we must process all applications based on the established criteria, we deem beneficial to the owner. Only one application will be approved and that may not necessarily be the first one received.

**Payment of Rent and Due Date:** All rent payments are due on the 1st of each month and are considered late after the 5th of every month. There are many options for making your payment which are outlined in your Welcome Letter upon approval and move in. Regardless of the day

you take possession of the home you will be required to pay a full month's rent upon move in. We will then prorate your second month's rent to reflect the actual days of possession.

**Renters Insurance:** One Source Affiliates does require all tenants to obtain renters insurance and list our management company as **Additional Insured**. The cost of renters insurance is inexpensive and can usually be purchased through your auto insurance provider or any number of companies.

**Leasing Consultants:** One Source Affiliates engages leasing agents who have been granted access to properties where they provide information on listings, rental application process, and contracts to lease our available listings. The leasing agent is not authorized to mediate on behalf of One Source Affiliates and is not involved in the application approval process. Any verbal agreements or promises are not binding.

**Falsifying Information and Documents:** Our investigators are familiar with CPN Numbers, as well as, fraudulent documents which include, but are not limited to CPN (Red flags are no to little credit history, based upon the age of the applicant), Landlord: providing information to someone who is not your landlord, as well as, fraudulent bank statements and paycheck stubs. These items will call for immediate denial of your application.

**\*criteria subject to change**