



**EMPIRE**  
PROPERTIES, INC.

## Rental Application Acceptance Criteria



**FAIR HOUSING:** We do business in accordance with the Federal Fair Housing Law. It is illegal to discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We also do not discriminate against any person due to sexual orientation

- Application Fee: \$50 (per applicant over 18)
- Full security deposit is due at time of applying and is to be paid by money order, cashier check or personal check. **No cash is accepted for deposit.** Security Deposit is refundable should your application be denied.
- Guarantor Fee: \$10 - Every Guarantor must complete the Guarantor Application and have the Guaranty of Lease Form notarized.

### Minimum Criteria:

1. Combined income of applicants must be triple the monthly rent.
2. No evictions
3. Previous landlord information matches that given by applicant.
4. Less than two previous NSF's or late payments.
5. Landlord verification indicates that the property was maintained in an acceptable manner.
6. The previous landlord(s) would re-rent to the tenant(s)
7. Responses to personal references questions are positive, if applicable.
8. All employment and income information is verified.
9. No (non-medical) charge-offs or collections on the credit report with in the last two years.
10. Credit score must be 600 or higher.

Empire Properties can work with just about any credit score and/or income with one of the following:

1. A qualified Guarantor
2. Written verification of resolution of credit problem(s) is provided
3. Six months rent is paid in advance
4. The property owner agrees to accept the application with an extra deposit

If an application is successful to this point, then a criminal background check is ordered for each applicant. Applicants must have no record of conviction or adjudication of a felony. **There are no exceptions.**

**APPLICANT CHECK LIST:**

- \_\_\_\_\_ Application is completely filled out and signed
- \_\_\_\_\_ Landlord information is correct  
(Phone, Address, Etc.)
- \_\_\_\_\_ Employment information is correct  
(For faster application processing, please bring in two months worth of pay stubs)
- \_\_\_\_\_ Income information is fully filled out  
(All sources of income including alimony, child support, financial aid, SSI, etc. - documentation of all sources is required)
- \_\_\_\_\_ Total amount of deposit is in money order or check
- \_\_\_\_\_ Total amount of application fee(s) is in cash, money order or check
- \_\_\_\_\_ Guarantor Application and Guaranty of Lease signed and notarized along with required fee (if required)
- \_\_\_\_\_ Extra Deposit and/or extra rent paid (if required)

**APPROVED APPLICANTS:**

- **Lease must be signed within 3 business days from the time of approval notification (failure to do will resort in losing the property and the deposit)**
- **A full months rent must be paid on move in date in order to receive the key to the property. (A pro-rated amount will be paid by tenant the following month if move in date is not on first of month)**



**EMPIRE PROPERTIES, INC.  
191 1-B NORTH MONROE STREET  
TALLAHASSEE, FLORIDA 32303  
O- (850)561-0400  
F- (850)561-1355**