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## Before You Get Started

Please make sure and read the qualifications below.

There is a point in the application where you will need to upload information such as a Picture of your ID or Drivers' License, pay stubs, or bank statements into the system.

It would be helpful for you to have any information you think we will need available to upload.

If your animal is an emotional support animal, please provide a letter from a healthcare professional stating your need for the ESA.

If your animal is a service dog, please answer the following questions in your application:

- Is the dog a service animal required because of a disability?
- What work or task has the dog been trained to perform?

### Here's What You Need to Know

1. We do not accept Zillow applications or any other third party, all applications have to be submitted through us.
2. All occupants, 18 years of age and older, who will reside at the property must submit a separate application.
3. Unauthorized occupants and subleasing (including but not limited to Airbnb and VRBO) are STRICTLY PROHIBITED.
4. The first person to pay the deposit and fees will be able to move forward with a lease. You must be approved to pay the deposit and fees.
5. The application fee for each person is \$65.
6. The maximum allowable number of occupants per unit is 2 individuals per bedroom.
7. A one-time administrative fee will be required along with the security deposit.
  - a. This is a one-time, non-refundable fee and is a single charge per lease for the whole group.



- b. \*This fee amount may vary by location\*
8. Move-ins outside our 5-20 business days norm must be approved in writing by the Property Manager before the lease signing. Please reach out to us at [support@evernest.co](mailto:support@evernest.co) to discuss the approval steps on your move-in date options.
  9. All Evernest residents are enrolled in the Resident Benefits Package (RBP), which includes renters' insurance, HVAC air filter delivery (for applicable properties), credit building to help boost your credit score with timely rent payments, \$1M Identity Protection, move-in concierge service making utility connection and home service set up a breeze during your move-in, our best-in-class resident rewards program, and much more! The monthly charge is \$39.95. (\$49.95 on select locations). More details upon application.
  10. The first month's prorated rent is due before move-in. The monthly rent is due on the 1st of the month after that.

## **Approval Criteria (Rental Qualifications)**

### **Favorable Rent History**

Any negative rental history can disqualify any prospective resident's application. Including but not limited to any Evictions and outstanding debt to a previous landlord.

#### **Show the Ability to Pay (Favorable Work History)**

Currently, a minimum of two and a half (2.5) times the monthly rent in net income.

- NOTE: We reserve the right to adjust this minimum based on the number of applicants' liabilities.

An offer letter or intent to hire letter should be submitted if employment has not started.

The bank link feature within the application will NOT be sufficient for applicants that are Business Owners, Self-employed, 1099 Contractors, or Paid in Cash. A total of 6 months of bank statements must be e-mailed to [support@evernest.co](mailto:support@evernest.co)

- If moving over 1 hour away from your current residence, we will require verification that there will be no change to your current income.
- We do not accept unemployment (except in the state of Colorado), student loans, or financial aid as income.

### **Credit Scoring**

A credit report will be obtained on all applicants to verify credit ratings.



Income plus verification of credit history will be entered into a credit scoring model to determine rental eligibility and security deposit levels.

- This credit scoring model will include positive and negative payment history for lines of credit, usage of credit, credit history, credit availability, inquiry history, and student loans.
- Unfavorable accounts which will negatively influence this score include but are not limited to collections, foreclosures, charge-offs, repossession, absence of credit, and current delinquency.

Open bankruptcies will result in an automatic denial of the application.

## **Criminal History**

A criminal background check reveals no offenses that could lead to safety issues for the home or the neighbors near the home.

We consider the offense type, the offense's severity, and the length of time since the offense occurred.

## **Double Deposit Policy**

Applications under this section are only considered approved on the condition of delivering a double deposit.

- The household falls under the "Conditional Approval" section based on the property rent amount and the TransUnion Resident Score average.

## **Refund Policy**

The application fee is \$65 per person. The application fee is NOT refundable.

Each person 18 years old or older living in the unit must complete an application.

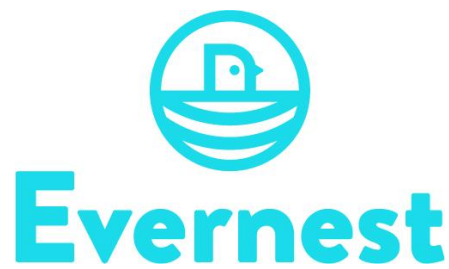
If you apply and are approved, but the unit you applied for is no longer available, you may move your application to any available unit you are qualified for.

Applications are good for 60 days after the completion date.

## **Administration Fee (by price range)**

The administrative fee is a one-time non-refundable fee.

- Properties listed between \$1 and \$1200 = \$200
- Properties listed for \$1201 or more = \$250



## TransUnion Resident Score Criteria

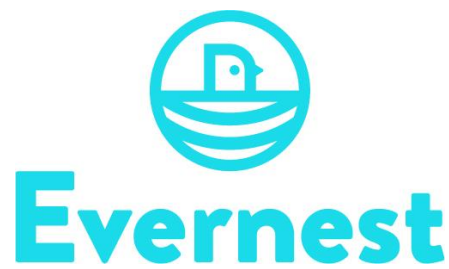
This is a score compiled by TransUnion that combines attributes of your TransUnion credit score and your residential history. This number is often but not always, the same or very close to your TransUnion credit score. Approval or Denial will be determined by the TransUnion Resident Core household average.

Property Price Range		Minimum Credit Requirement
\$2,500 +	Approval:	615 +
	Approval Conditional to a higher Security Deposit:	600 – 614
\$1,500 – \$2,499	Approval:	605 +
	Conditional Approval with higher Security Deposit:	590 – 604
\$1 – \$1,499	Approval:	590 +
	Conditional Approval with higher Security Deposit:	560 – 589

## Pet Policy

Unless otherwise stated: A \$300 non-refundable fee will be charged at move-in for each pet living at the premises — (A \$25 non-refundable pet verification will be charged on the application for each pet). Please refer to the marketing description for any property-specific stipulations such as pet rent, weight limits, etc.

If an unauthorized pet is found on the property, penalties or fines may be assessed in addition to the \$325 non-refundable fee per pet. (Refer to your lease for details)



Any pet that is not enclosed in a cage or aquarium full-time will be subject to pet policy and fees. Non-household animals such as horses, pigs, chickens, etc. are not permitted without the landlord's written permission.

Support and/or assistance animals, as defined by the Americans with Disabilities Act, will not be subject to the pet policy.

## Prohibited Breeds Policy

Breeds which are prohibited include, but are not limited to:

- German Shepherds
- Pit Bulls
- American Pit Bull Terrier
- American Staffordshire Terrier
- Staffordshire Bull Terrier
- Doberman Pinschers
- Rottweilers
- Chow Chow
- Akita
- Siberian Huskies
- Malamutes
- English Bull Terrier
- Korean Jindo
- Presa Canario
- Wolf

## Proof of Income Requirements

### Required documentation for each source of income

W-2 employment – For applicants with W-2 employment, we will require **ONE** of the following:

1. Link your payroll **OR** bank account to the Findigs software when you submit your application.
2. Provide at least **Three** current, consecutive paystubs.



\*\*If you are starting a new job or do not yet have **Three** paystubs, provide all paystubs you have received as well as a signed copy of your offer letter. Employer will need to confirm the Gross income of at least **3** times the amount of rent or **2.5** if in Net income. The offer letter must be without pending conditions. If the letter has pending requirements to be met, the employer must contact us directly via e-mail to confirm all contingencies have been met or you must provide an updated offer letter without contingencies.

Business owners – For applicants who own a business, or those who are 1099 contractors, we will require **each** of the following:

1. At least **six** current, consecutive months of bank statements showing itemized deposits.
  - a. These must be from a personal checking account only.
  - b. If you only have a business account or your income is reflected as account transfers in your personal checking account, you may provide the required **six** months of statements for your business checking account supplemented with **proof of sole proprietorship**.
2. Must be able to provide proof of Net income that is **3.5** times the amount of rent if a business account is provided **OR** Net income that is **2.5** times the amount of rent if a personal account is provided.

Social Security – For applicants with Social Security, we will require the following:

1. Official award letter from the SSI (or another government benefit program) stating how much you will receive on a monthly basis.

Child support – For applicants with child support, we will require **each** of the following:

1. Documentation proving your child support is court-ordered.
2. At least **six** current, consecutive months of payment history - This can be bank statements or from your child support website.
3. Official documentation verifying how long you will continue receiving child support.

Assets – For applicants with savings or investments, we will require the following:

1. At least **three** current, consecutive months of statements for your asset account showing the ending balance. These must be FULL-month statements.



2. If these assets are contained in your regular checking account rather than a separate account, you will need to provide the last **six** full statements for this account.
3. You will need to prove assets of **35** times the amount of rent (**49** times the amount of rent if you are applying as a co-signer).

Alimony – For applicants with alimony or spousal support, we will require **each** of the following:

1. Documentation proving your alimony is court-ordered.
2. At least **six** current, consecutive months of payment history - This can be bank statements or from your alimony website.
3. Official documentation verifying how long you will continue receiving alimony.

Rent paid by a third-party company – For applicants whose rent will be paid by their employer, we will require the following:

1. Your employer will need to send a document on letterhead containing the following information:
  - a. Company name
  - b. Applicant(s) names
  - c. Amount to be paid each month
  - d. Length of time payments will be made
  - e. Confirmation that payments will be made out to Evernest, not to the tenant

**\*\*Please note, this must come directly from your employer and be emailed to [support@evernest.co](mailto:support@evernest.co) in order to be accepted.**

Outside support - For applicants receiving money from family/friends, the individual providing support will need to apply as a co-signer and meet the co-signer-specific criteria.

## **Criminal Policy**

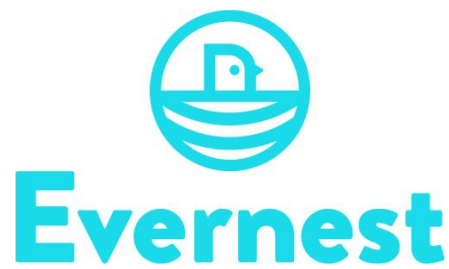
Please note: Policy is subject to change in accordance with state and local laws where applicable.



# Evernest

Offense Categories		Results	Offense Level Time Frame (Years)
1	Crimes Against A Person Or Property	Felony	Decline within 10 years
		Misdemeanor	Decline within 7 years
		Petty Offenses	Do not decline
2	Drug Related Offenses	Felony	Decline within 7 years
		Misdemeanor	Decline within 5 years
		Petty Offenses	Do not decline
3	Theft By Check Related Offenses	Felony	Decline within 7 years
		Misdemeanor	Decline within 2 years
		Petty Offenses	Do not decline
4	Worthless Check and/or Bogus Check Related Offenses	Felony	Decline within 7 years
		Misdemeanor	Decline within 2 years
		Petty Offenses	Do not decline
5	Sex Related Offenses	Felony	No time limit
		Misdemeanor	Decline within 10 years
		Petty Offenses	Decline within 2 years
6	Terrorism Related Offenses	Felony	Decline within 10 years
		Misdemeanor	Decline within 7 years
		Petty Offenses	Decline within 2 years
7	Prostitution Related Offenses	Felony	Decline within 10 years
		Misdemeanor	Decline within 7 years
		Petty Offenses	Decline within 2 years
8	Weapons Related Offenses	Felony	Decline within 10 years
		Misdemeanor	Decline within 7 years
		Petty Offenses	Decline within 2 years
9	Cruelty To Animals Related Offenses	Felony	Decline within 7 years
		Misdemeanor	Decline within 5 years
		Petty Offenses	Do not decline
10	Juvenile Offenses	Felony	Decline within 5 years
		Misdemeanor	Do not decline
		Petty Offenses	Do not decline
		Sex Related Offenses	Decline within 5 years
11	Any Other Felony Offense	N/A	Decline within 5 years
<b>Related to Above Offense Categories</b>		<b>Decline (Yes/No)</b>	<b>Offense Level Time Frame (Years)</b>
12	Deferred Adjudication and/or Adjudication Withheld	Yes	As Stated Above
13	Pending Cases and/or Arrest Warrants	Yes	N/A





14	Active Status On Probation and Parole	No	N/A
15	Pre-Trial Intervention/Diversion - Active Participation	Yes	N/A
16	Pre-Trial Intervention/Diversion - Completed Activity	Yes	As Stated Above

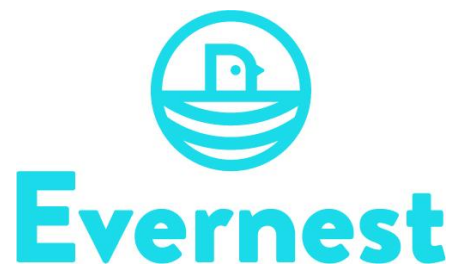
## Cosigner Policy

### What is a Cosigner?

- A co-signer is a person that will **NOT** be living in the property but will only serve as a responsible party that is willing to pay rent themselves if that is ever required. They must be able to provide proof of **Net** income that is **3.5** times the amount of rent and a Credit Score of at least **650**. A Cosigner's credit score will **NOT** be averaged out or affect the group's current average credit score.
- Co-signers are applying to be responsible for the entire lease, not only for the person they are applying on behalf of. If there are multiple co-signers, they will be held jointly liable for the entire lease.
- Keep in mind that a Cosigner is agreeing to be held liable for the **total** amount of rent of the property and not just the portion of a single individual or roommate.
- Please note that a cosigner's sole purpose is to act as a responsible party and provide documented proof of income. An applicant can only request to add a Cosigner when **ALL** other criteria have already been met. It is only meant to help raise the proof of income in order to comply with the minimum income-to-rent proportion required for a specific property.
- It is also important to consider that a Cosigner must meet their own set of approval criteria.

### Criteria

**Occupancy History** - 24 months of current, verifiable rental, ownership, or mortgage history which includes a positive record of on-time payments, lease/mortgage fulfillment, as well as no violations or damages.



**Credit History** - Applicants must have an acceptable credit score of **650** with no judgments, collections, or charges off accounts within the past 24 months. Credit history should positively reflect the applicant's ability and willingness to make payments as required by the lease.

**Employment** - Proof of stable and verifiable current employment must be provided. The amount of the monthly rent must not exceed 33% of the applicant's monthly Net income after the cosigner's current rental/mortgage obligations are paid. Net monthly income must be a minimum of four (**3.5**) times the monthly rent. Acceptable forms of income verification may include pay stubs reflecting income for **2** months.

If income is on a joint bank account, each account holder must submit a separate application and meet the co-signer requirements.

**Criminal History** – Applicant must not have been convicted of a felony or have a history of multiple misdemeanors. Review our full [Criminal Policy](#). (State-specific laws may apply)