



## **RENTAL/LEASE POLICIES**

The following policies are established to ensure that all applicants for a property processed by Bear Paw Stanbro Property Management, Inc. are treated equally and fairly.

Please read the following policies. If you feel you meet the guidelines for qualifying, please submit an application.  
**An incomplete application will not be considered.**

### **APPLICANTS**

- ✓ Each person 18 years of age or older must complete and sign an application and only the applicants may reside in a property.
- ✓ If a co-signer is necessary, the co-signer must also complete and sign an application. The acceptance of a co-signer is not normal policy and is subject to individual approval or denial by Bear Paw Stanbro Property Management, Inc.
- ✓ Applicant must submit state issued identification (ie: valid Driver's license, I.D. card, passport, etc.)

### **REQUIRED FEES**

- ✓ A \$25 non-refundable application fee **MUST** accompany each application in order to be processed. If your application is not processed, the \$25 application fee will be refunded.
- ✓ Once processed and approved, a full payment of the first month's rent is required to hold the property.

### **CREDIT CRITERIA**

- ✓ Bear Paw Stanbro Property Management, Inc. will obtain a credit report for **ALL** applicants. There are **NO EXCEPTIONS**. Reports supplied by applicants will not be accepted.
- ✓ Discharged bankruptcies are acceptable.

### **INCOME CRITERIA**

- ✓ Applicant's gross monthly income must be (3) three times the amount of the monthly rent.
- ✓ Income will be verified from copies of the prior months pay stubs AND W2 forms submitted by applicant.
- ✓ Self-employed applicants must provide their most recent tax return and 3 (three) months bank statements.
- ✓ Unverifiable income will NOT be considered.

### **CONDITION OF MOVE-IN**

- ✓ The lease must be signed immediately upon approval. \*If the lease is not signed and the first month's rent not received, Bear Paw Stanbro Property Management, Inc. reserves the right to keep showing the property to prospective tenants. There are **NO EXCEPTIONS**.
- ✓ All utilities, where applicable, must be transferred into the residents' name as of the date of possession.
- ✓ Security deposit, any pet deposit due, and any prorated rents must be paid in full before keys are provided.  
\*Rents and security deposits must be paid in separate checks and **MUST be certified cashiers or bank checks.**

**THANK YOU FOR YOUR APPLICATION!**

Bear Paw Stanbro Property Management, Inc.  
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Please visit us at [www.bearpawrentals.com](http://www.bearpawrentals.com)

\*We are open Mon-Fri 9:00am to 5:00pm, Sat 9:00am to 1:00pm, Closed Sun - Drop Box in door always open\*