



Thank you for your interest in renting from Luna Properties. Please read the following policies and procedures.

Each adult planning to live in the household must complete an application.

Nonrefundable fee: \$35.00 per application.

(Payment of this fee does not imply guarantee of rental contract.)

Applications are valid for 6 months. Applications will not be processed until all adults planning to live in the unit have submitted their applications & paid the application fees. *Incomplete applications will not be processed.*

PROCESS TIME

Luna Properties makes every effort to process applications as quickly as possible. Our goal is to have applications completed within 48 hours of receipt. Incorrect contact information or no response from your references and contacts will create delays in the process. We will try each contact twice then it is up to the applicant to follow up with them.

The first, best qualified applicants with a completed set of approved applications will be the first to be offered to take occupancy of the rental.

MINIMUM REQUIREMENTS

1. Sufficient Income: Combined household monthly income must be at least 3x the monthly rental amount
2. Good Credit and Clear Background Check: A credit report, criminal history report, eviction and court records search will be obtained for each applicant
3. Good Verifiable Rental History and Payment History

Luna Properties reserves the right to deny applications for failure to meet the any of the minimum requirements.

COSIGNERS

If you are unable to meet the minimum requirements or if you are financially supported by a person who is not going to reside in the household you may be required to have a cosigner. Cosigners will need very good credit and ample, verifiable income to cover their own financial obligations and your costs associated with the rental. Cosigners must complete a 3rd party guarantee application and pay a \$35.00 nonrefundable application fee.

TENANT REQUIREMENTS

If your application is approved for occupancy, please be aware of a few of your requirements as a renter.

- Deposit (typically equal to one month's rent sum) & first month's rent must be paid in **cashier's checks**
- Renter's Insurance: Tenant(s) shall obtain and maintain a policy of renter's insurance with a liability amount of no less than **\$300,000.00**.
- Pets: Properties that allow pets will require a pet contract and an additional deposit and monthly fee. Most properties that allow pets will not allow more than (2) two spayed or neutered pets. Additional deposits for pets can vary depending on the property.

Luna Properties considers all applicants without regard to race, creed, color, religion, sex, national origin, age, sexual orientation, marital or veteran status, handicap or medical condition.