



## Rental Property Application Requirements

- ◆ BPM is a management company hired by private home owners in effort to locate tenants and collect rental payments. Although the screening process is the same, some property owners may be more strict on requirements than others. Each home owner has the final say in the tenant selection process.
- ◆ Each applicant must submit copies of their last 3 pay stubs along with a copy of your drivers license. If the applicant is starting a new job, applicant must submit an offer letter, on company letter head, verifying job title, start date, salary and name of supervisor.
- ◆ If there are no credit references, or the applicant has been employed less than 6 months, the owner of the property may require a co-signer. The co-signer must be employed and reside in the state of Delaware.
- ◆ Property owners regulate pet approval. If they request a “no pets” policy, they will not consider any pets. If pets are permitted, a pet deposit will be required in addition to the required security deposit.
- ◆ Deposits to hold rental properties will not be accepted. Security deposits are required to be paid IN FULL at the signing of your lease. First months rent is due when you receive the keys. **NO EXCEPTIONS!**
- ◆ Security deposit and first months rent must be paid by money order or cash.
- ◆ Proof of renters insurance must be provided at the time of lease signing.
- ◆ A set of keys will be provided for each person listed on the lease agreement.
- ◆ Partially completed applications will not be processed.
- ◆ BPM does verify credit history, income, employment and previous rental history.
- ◆ Landlord references will also be cross referenced and verified.
- ◆ A \$50.00 application fee is required to begin processing all paperwork with NTN.
- ◆ Please be aware that if you have not previously had utilities in your name in the state of Delaware, you may be asked for a \$300 deposit for gas, electric and water to be connected in your name.

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**Initials**

- ◆ **I consent to my application fee being sent to NTN and consent to NTN checking my credit report, criminal background, and my landlord tenant history.**

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**Signature**