

## **Rental Policies and Procedures**

Please read the following policies. If you feel you meet the guidelines for qualifying, we encourage you to submit an application.

### **Fair Housing**

- Century 21 Professional Realty adheres strictly to all requirements of the Fair Housing laws. We do not discriminate against any applicant for any reasons of race, color, creed, national origin, sex, age, marital status, or physical or mental disability.

### **Applicant**

- Each person 18 years of age or older must completely fill out and sign an application.
- Applications must be accompanied by a processing fee to be considered.

### **Application Fees**

- There will be a \$50 application fee for each applicant. Without this fee, your application is considered incomplete and will not be processed.
- You may also pay the application fee by check, money order or cashier's check.
- Make checks payable to: Seven Oaks Realty Group
- Address all mail correspondence to the following address:  
Century 21 Professional Realty  
86 Main Street  
Succasunna, NJ 07876
- These fees are NON REFUNDABLE, even if you are not accepted.

### **Credit Criteria**

Century 21 Professional Realty will obtain a credit report.

### **Income Criteria**

- Self-employed applicants must provide most recent tax return and three month's bank statements.
- Proof of earnings from social security, child support, alimony or spousal support must be documented.
- Unverifiable income will NOT be considered.

### **Pets**

- The following dog breeds are not approved for any of our rental properties: Rotweillers, Dobermans or any dog known as "pit bull" (also known as American Staffordshire Terrier, American Bulldog, American Pit-bull Terrier, etc). No exceptions.

### **Approval and Move-In Conditions**

Century 21 Professional Realty will continue to advertise and consider all other applications for the subject property until the following has been provided:

- Application(s) have been paid for, completely verified and approved.
- All Applicants have provided two (2) forms of Photo I.D and a copy of their Social Security Card(s) or T.I.N. Card(s).
- Security Deposit has been received.
- A rental agreement has been signed.