

In order to process your application, we will need the following:

1. Each adult over the age of 18 will need to completely fill out an application. Applications must be dated and signed.
2. An application fee of \$35 per applicant must be received before application can be processed.
Fee must be in the form of cash or money order made payable to Loffman Property Management.
3. A copy of a valid Government issued photo I.D.

Credit:

1. Credit does not have to be perfect. We look at credit on a case-by-case basis.
2. Previously run credit reports will not be accepted from applicants.
3. Any collections from property management companies or previous landlords are grounds for denial.
4. Credit reports containing a foreclosure, short sale, bankruptcy, negative credit, judgements, collections, or liens, may be considered at the discretion of the property manager/owner.

Employment:

1. Combined household income must be equal to or greater than three times the rental rate. Income must be verifiable.
2. Self-employed applicants may provide most recent tax return or last three month's bank statements as proof of income.

Rental History:

1. We are looking for positive landlord reports.
2. Reports of late payments, damage to property, noise complaints, etc. may be grounds for denial..
3. Applicants with evictions within the last five years will be automatically denied.

**The acceptance or denial of an application is at the discretion of Loffman Property Management and the property owner.
The staff at Loffman Property Management abides by all Fair Housing laws.**