



RENTAL APPLICATION FREQUENTLY ASKED QUESTIONS

Q: What is a Rental Application?

A: The Rental Application is the second step taken when renting a house through Signature Group Realty & Property Management. In the application, you will provide us with the information we will use to determine your qualifications as a renter (see below).

Q: How much does the application cost?

A: Our application and background & credit check is \$35.00 per adult that will be living in the property.

Q: Why do I need to fill out an application?

A: We need your completed Rental Application in order to verify that all of your information is accurate and true. This helps to ensure that we place qualified tenants into homes that meet their budget.

Q: Can I see a property before I fill out an application?

A: Yes, in order to receive the application, all applicants must schedule an appointment to see the property. Contact information for all adult applicants is required to make the appointment, in order to protect our listings from possible future vandalism.

Q: Can I change my mind about renting after I have submitted my application?

A: Yes. We will hold your Rental Application for 90 days should you decide to let us help you find a rental home.

Q: What happens with my application once I submit it to Signature Group Realty & Property Management?

A: Once we receive your completed Rental Application, completed Background & Credit Check and all the required documents, we will begin processing your file. Processing time is 5-7 business days. We will use the information you provide on the application to run background checks, verify previous rental and employment histories and verify your income. Once your application has been processed, we will notify you whether you have been approved or denied.



Q: What does it mean if I am approved?

A: There are two levels of approval;

Approval by Signature Group Realty & Property Management: (initial processing of application) If we approve your application it is then sent to the owners for approval.

Approval by Owners: Owners have up to 48 hours to approve or deny your application.

Q: What happens if I am approved by Signature Group, but denied by the owner?

A: Your application will be held on file by Signature Group for ninety (90) days. A Signature Group representative will notify you of the monthly rent amount you are approved for. Your Signature Group approval will qualify you for all Signature Group listed properties in your range of approved rent payment.

Q: What if I am denied by Signature Group or the owners or both?

A: You will receive your HOLD DEPOSIT after two (2) business days in the form of a company check (pending clearance of funds from the owners' escrow).

Q: Why would I be denied?

A: The most common reasons why people are denied are;

1. Insufficient income
2. Poor residential history
 - a. Evictions within five (5) years
 - b. Damage of previously rented property
 - c. Rental accounts in arrears
 - d. Excessive late rent payments
3. Over-extended credit obligations

Q: Can I be denied for judgments or felonies?

A: Yes, felonies will be approved on a case by case basis. Judgments and/or collection from utility companies, property management companies and landlords will not be accepted.



Q: Can I be denied because of my race, ethnicity, age, religion, disability, or sexual orientation?

A: No. Signature Group and our owners honor the policies of the Fair Housing Act.

Q: If I am approved by Signature Group AND the owner, what do I do?

A: Once you are approved by Signature Group and the owner, we will schedule an appointment for you to come in and sign your lease and take possession of your new home keys. A SGRPM representative will go over the terms of the lease and any and all addendums with you before you sign. At this point, you will be required to bring payment for your move-in costs. You may find that amount from a SGRPM representative prior to your lease signing appointment.

Once the terms of the lease are agreed upon, the lease has been signed and all payment received, you will be able to begin moving into the property.

If you have any further questions about our application policy or any other Signature Group policy or property, please contact any of our helpful staff members.



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