

## RightWay Realty Group Rental Application Guidelines

*Please follow **ALL** guidelines to be considered. Incomplete applications will be disqualified.*

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### **Applicant Information (to be submitted for all applicants)**

- Full Name - Phone Number - Email Address
- Desired lease start date
- Offered Rent:
- Number of Occupants Under 18
- Pets: Yes / No
  - If yes, include a **photo and recent records**. Pet Fee: **\$100 pet fee/month/pet**

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### **Qualifications**

- Minimum Monthly Income: **2-3x the rent** in monthly income (5x for co-signers)
- Minimum Credit Score: **650 or higher**
- **No prior evictions or recent bankruptcies**

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### **Required Paperwork (Submit All in 1 PDF File, in order)**

1. Letter of Employment (dated within 30 days)
2. Three (3) Recent Pay Stubs
3. Two (2) recent consecutive bank statements reflecting 3x monthly rent.
4. Valid Government-Issued Photo ID
5. Pet photos and vet records, if applying with pets

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**All documents must be submitted as a single PDF** and submitted via email and DoorLoop.  
Guarantors must submit **ALL** of the same documents as applicants.

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### **Application Fee**

- \$50 per applicant
- Payable via DoorLoop - [\*\*APPLICATION LINK HERE\*\*](#)

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### **Move-In Requirements**

- First Month's Rent
- Security Deposit (equal to one and a half months' rent)
- Proof of Utilities Turned On (PSEG)
- Proof of Renter's Insurance

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### **Leasing Notes**

- Preferred Lease start is immediate
- All applications will be assessed on financials, credit/background, and documentation

*All applications are reviewed in accordance with Fair Housing laws. We do not discriminate based on race, color, religion, sex, national origin, familial status, disability, sexual orientation, or other protected categories.*

 **Management**

- **Rent is collected** via DoorLoop
  - Rent processing fees are as follows:
    - Bank Transfer (ACH): \$0.99
    - Credit/Debit Cards, Apple/Google Pay: 3.25%
- **Maintenance requests** are submitted via the DoorLoop portal

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 **Utilities**

- **Tenant Pays:** Gas & Electric (PSE&G), Cable, Internet
- **Landlord Pays:** Water, Sewer, Taxes, Sanitation, Landscaping, Snow Removal

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REALTY GROUP