

Rental Qualifications & Application Guidelines



Thank you for your interest in renting with Bluefin Property Management.

Below is a summary of the application process and the criteria we use to screen applicants. Please read all information carefully before applying.

General Requirements

- Every adult (18+) who will reside in the property must submit a separate application, regardless of financial responsibility.
- A valid photo ID must be uploaded with each application.

Application Review Criteria

Applications are evaluated based on multiple factors including, but not limited to:

- ✓ Credit history
- ✓ Criminal background
- ✓ Rental history
- ✓ Income and employment stability
- ✓ References

If there are multiple applications for a property, the first complete application submitted will be processed first.

Income & Employment

- Combined gross income must be at least three (3) times the monthly rent.
- No co-signers are accepted; applicants must qualify independently.
- Self-employed applicants must submit two years of recent tax returns or 1099s upon request.
- Applicants must upload the most recent 90 days of verifiable income documentation.
- Child support is not accepted as qualifying income.

Credit History

- Credit and civil records must be free of slow pays, evictions, judgments, or liens within the past 7 years.
- Bankruptcies must be fully discharged.
- If any applicant's credit score is below 650, the security deposit may be increased and last month's rent will be required.
- The minimum credit score considered is 555, but some property owners may require a higher score.

Criminal Background

Applications will be automatically denied for any of the following:

- Felony convictions within the past 10 years involving violence, assault/battery, drugs, or firearms
- Any history of sexual offenses
- Records showing adjudication withheld, nolle prosequi, or adjudication deferred may require further documentation and can result in denial

Be prepared to provide the official "A form" for any of these legal outcomes.

Rental History

Landlord references must verify:

- Timely rent payments
- Proper notice to vacate
- No history of lease violations, noise complaints, or illegal activity
- No NSF payments
- Clean and undamaged condition at move-out

Outstanding balances to prior landlords will result in denial.

Pet Policy

- No pets are permitted without written permission, a lease addendum, and applicable non-refundable pet fees and/or deposits.
- Medically necessary animals are permitted with proper documentation from a licensed physician within the past year. These animals are exempt from fees.
- All animals must be current on their vaccinations and you must provide us a copy.
- No puppies or kittens.
- Applicants with dogs must obtain renter's insurance that includes dog bite liability coverage.

Application Process & Fees

- Incomplete applications will not be processed and may result in loss of the property to another applicant.
- All applicants in a group must submit applications for the group to be considered complete.
- The application fee is \$75 per adult and is non-refundable once processing begins.
- Do not apply unless you've verified the property is available and you meet the qualifications.

Processing Time

- Applications are not reviewed on weekends or holidays.
- Processing typically takes up to 72 business hours, although third-party delays (e.g., landlords, employers) may extend this.
- Applicants should notify references to expect contact from our office.

Move-In Timeline

- Leases must begin within 10 days of application approval. If you need a later move-in, you'll be responsible for rent starting on day 10.
- Upon approval, the full holding deposit and lease fee must be paid within 48 hours to secure the property.
- Failure to do so may result in the property being offered to another applicant.
- If approved by a homeowners or condo association, additional applications, fees, and deposits may be required. Bluefin is not responsible for delays in their process.

Deposits

- The holding deposit becomes your security deposit upon move-in.
- If an approved applicant chooses not to proceed after paying, the holding deposit will be forfeited.
- We reserve the right to require a higher deposit and/or prepaid rent based on credit or rental history.

Exceptions Policy

Requests for exceptions to any qualification must be submitted in writing before applying. Approval is at the landlord's discretion and may require higher deposits or advance rent payments.

Company Policy

- Bluefin reports all lease violations, unpaid rent, and outstanding balances to credit bureaus and/or collection agencies.
- If any amount is disputed, it will be reported as such per law.
- Balances must be paid in full within 30 days of vacating to avoid collections.

Important Notes

- No roommate arrangements are allowed. All properties are single-family only.
- Do not apply if we are already processing another application.
- By submitting your application and fee, you agree to the terms above.

Ready to apply?

Visit: www.BluefinPropertyManagement.com



Click “Apply Now” at the top of the page.