

ASHTON TENLY COMPANY LLC

Commercial Tenant Screening Process

1. IDENTIFICATION: We require a copy (front & back) of the Applicant's current driver's license.
2. APPLICATION PROCESS: Each applicant over 18 shall submit a complete application and pay the \$35 non refundable fee per application. Acceptance or denial of the application may take up to 7 days. Upon acceptance, applicants will be required to complete the rental agreement or lease and pay applicable fees.
3. RENT TO INCOME RATIO: Combines gross income of all applicants shall be at least three times the advertised lease rate for the space. Concessions may be made dependant upon review of financials.
4. SOURCE OF INCOME: All sources of employment income shall be legally obtained and verified. Verification of income shall be made through direct contact with the employer. Proof of earnings for self employed applicants shall be documented through income tax returns.
5. PRIOR LEASING REFERENCES: The applicants shall provide information necessary to verify current and previous commercial leasing history. Verifications obtained should contain no history of lease terminations by Landlord, late payments, NSF checks, complaints or property damage.
6. CREDIT WORTHINESS: A credit report will be run on applicant(s) over 18 years of age. Applicant(s) history should be free of judgments, collections, charge-offs, bankruptcies and repossessions. Credit report should contain no past-due balances or accounts over the credit limit.
7. INCOMPLETE, INACCURATE OR FALSIFIED INFORMATION: Would be grounds for termination of any contracted rental or lease agreement upon discovery of falsified information.
8. VARIANCE POLICY: Failure to meet the screening criteria may result in the Landlord's right to do any or all of the following: deny the application, require additional security deposit or require co-signer and/or additional guarantor.
9. COMPANY VERIFICATION: Ashton Tenly will verify with the Secretary of State when Company was formed, type of company and company standing. Business verifications will include: banking references, personal credit report and criminal search as well as collections, judgments, liens, bankruptcies and UCC filings.