



Application Process

Foundation First Property Group



Foundation First Property Group conducts business in accordance with the Federal Fair Housing Law
(The Fair Housing Amendments Act of 1988)

Thank you for your interest in applying for one of our available rental properties. Before applying, take a moment to look over our application process to avoid unnecessary submissions.

Foundation First Property group conducts its application screening through a 3rd party vendor. A computer-generated scoring criterion is used to evaluate an applicant. An applicant's score is based on a numerical calculation in the following areas: income, credit history and rental history.

Prior to submitting application, the applicant is encouraged to **pre-qualify** themselves through our **free** pre-qualification module. **This pre-qualification tool is free** to the applicant and does not guarantee automatic approval by the leasing agent.

Applications can be completed in person or on-line by going to www.foundationfirstpg.com/for-rent and clicking on the "Apply Now" button for the property you are interested in.

Application Requirements

1. All applicants over the age of 18 must submit a separate application with a \$35 application fee.
2. Application fees can be paid using the following accepted forms of payment:
 - a. Cash
 - b. Money Order
 - c. Cashier's Check
 - d. Credit Card
3. All dependents living with the applicant must be listed on the application.
4. Co-signors must submit a separate application with the \$35 application fee to be considered a guarantor.
5. Applicant may request to be pre-qualified at no cost before submitting application. Contact leasing office for pre-qualification screening
6. Each applicant must provide the following:
 - a. A valid photo ID (driver's license, state ID, passport)
 - b. Income verification (paystubs, SSI, disability, child support, alimony, etc.)
7. Applications take 5-7 business days to be processed; you will receive notification when completed.
8. To avoid delay in application processing, it is recommended to inform all references, employers, landlords and previous landlords of your application so they are aware they will be receiving calls for verification and/or reference. Most applications are delayed due to waiting for call backs.
9. Incomplete applications will not be processed; this includes not receiving required documentation and/or application fee.
10. Applicant will be given 48 hours to provide any additional documentation at the request of the leasing agent to avoid additional delay for other potential qualified applicants.
- 11. Application fees are non-refundable.**
12. Falsifying an application will result in an automatic denial.
13. Foundation First Property Group keeps applications on file for up to 3 months, after which a new application will be required.