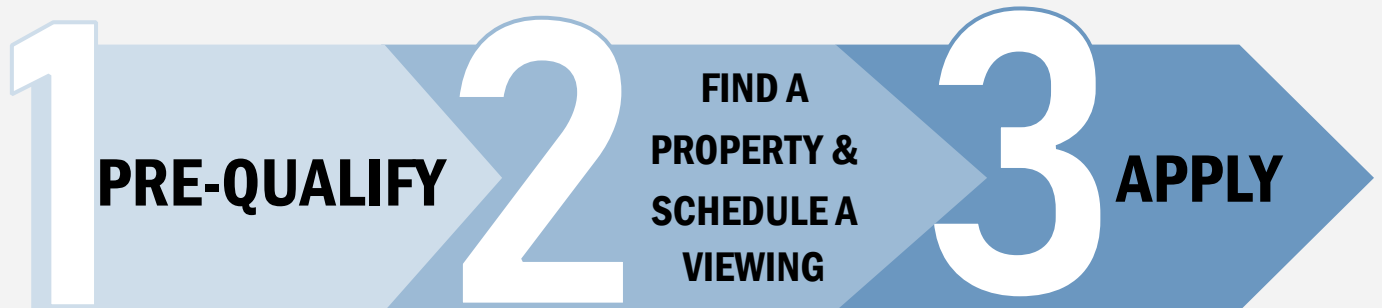




## Step by Step Prospect Guide



### PRE-QUALIFY

Multiple factors will be considered when making a final decision on whether you qualify for a Deca home or apartment. It is a combination of the following:



#### Income

Applicant must have monthly NET income of at least 2 ½ times the monthly rent and/or liquid assets to cover the rental payments.



#### Rental History

Applicant must have positive references from ALL previous landlords and no unsatisfied landlord actions.



#### Credit Score

Applicant must have a credit score of 580 or higher. There are opportunities to qualify for a property even if your credit score is below 580 by paying an additional up-front fee or obtaining a qualified co-signer.

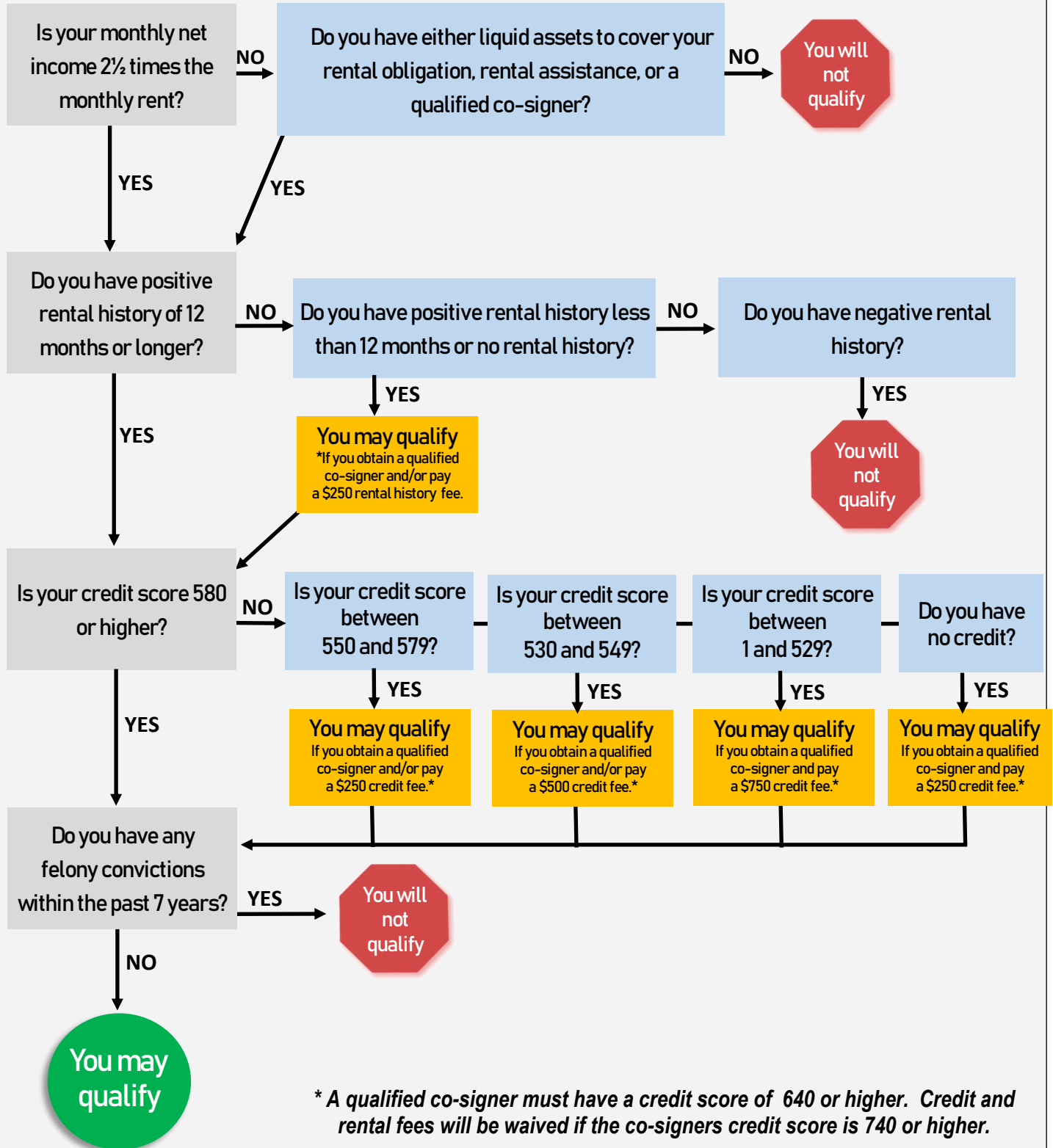


#### Criminal Background

Applicant must have no felony convictions within the past 7 years.

# Will I Qualify for a Deca Home or Apartment?

This is a guide to help you determine if you pre-qualify for a Deca home or an apartment. An application must be submitted in order for Deca to determine whether you qualify. We encourage each prospect to fully read the following rental criteria and contact our office for questions.



\* A qualified co-signer must have a credit score of 640 or higher. Credit and rental fees will be waived if the co-signers credit score is 740 or higher.

## Employment and Income

Your NET monthly income must be at least two and one-half (2 ½) times the monthly rent to qualify for a Deca home or apartment. Assistance from agencies and housing subsidies are considered a source of income and will be valued at one (1) times the monthly rent. You will be required to provide proof of income.

If you have liquid assets that prove your ability to cover the rent payments you may be exempt from the income to rent ratio (proof of assets is required). If you have a current mortgage, you must make two and one-half (2 ½) times the rent plus enough to cover the mortgage.

**Proof of income is required. The following are acceptable (in some cases multiple documents will be required):**

- Copies of the last three (3) pay stubs
- Bank statements for the past three (3) months (if self-employed)
- Tax returns for the past two (2) years (if self-employed)
- Letter verifying employment
- Proof of student loans
- Award letter for disability, social security and/or rental assistance

**Other information that may be required:**

- Signed, dated and notarized contract
- Profit and loss statements
- Bank statements

## Rental History

A solid rental history is of utmost importance to qualify for a Deca home or apartment. You will need to provide a rental reference which confirms a minimum of one (1) year or more of a valid, verifiable rental history from a third-party landlord. If you do not have a rental history or if your rental history is shorter than 12 months and, assuming you meet all other requirements set forth herein, a **nonrefundable rental history fee of \$250** or a qualified co-signer will be required (if co-signer has a credit score of 740 or above, rental fee will be waived). Deca will contact your current landlord and previous landlord to determine if you paid your rent on time, honored your lease terms and took proper care of the applicable rental property.

**If your history includes any of the following within one (1) year prior to the submission of your application, you will NOT be eligible to rent from Deca:**

- Noise or nuisance violations
- Violation of rules relating to unauthorized tenants and/or pets
- Multiple late or non-sufficient fund (NSF) charges or notices to pay or vacate
- Satisfied landlord/tenant actions from a property management company or landlord including rent and possession (not paying rent) or unlawful detainer (did not move out upon notice to vacate or lease expiration)

**If your rental history includes any of the following within three (3) years prior to the submission of your application, you will NOT be eligible to rent from Deca. Landlord/Tenant actions, including but not limited to:**

- Excessive property damage
- Pest infestations due to tenant negligence
- Improper notice to vacate
- Material and verifiable adverse reference from prior landlord
- Failure to cooperate with housing assistance program requirements while receiving benefits
- Collection filings caused by breach of lease agreement

**If your history includes any unsatisfied landlord actions you are NOT eligible to rent from Deca.**

## Credit Score

Credit scores are an important decision-making tool that helps Deca anticipate how likely you are to pay your rent on time. There are opportunities to qualify for a unit even if your credit score is below 580. An additional up-front, nonrefundable fee may be required. The following chart will indicate the level of score needed to qualify for a unit:

	CREDIT SCORE	CREDIT FEE	CO-SIGNER
<b>Exceptional</b>	800-850	-	-
<b>Very Good</b>	740-799	-	-
<b>Good</b>	670-739	-	-
<b>Fair</b>	580-669	-	-
<b>Low</b>	550-579	<b>\$250</b>	<b>Optional to Applicant</b>
<b>Poor</b>	530-549	<b>\$500</b>	<b>Optional to Applicant</b>
<b>Very Poor</b>	1-529	<b>\$750</b>	<b>Required</b>
<b>No Credit</b>	0	<b>\$250</b>	<b>Required</b>

- Scores of 529 or below and no credit will not qualify unless you have a qualifying co-signer with a credit score of 640 or above.
- If co-signer has a credit score of 740 or above, the credit fee will be waived.
- Co-signers are fully liable for the lease and assume the financial responsibility of the lease.
- Credit fees are charged per applicant with a score below 580.

## Criminal Background

Deca seeks tenants that will adhere to the rules and who have respect for their neighbors and property. Under no circumstance will Deca rent to someone who is a potential danger to life, property or the safety of others.

Deca will conduct a public record search through the Missouri CaseNet website, utilizing your name and date of birth, to assist us in seeking information relating to any criminal convictions.

**If your history includes any of the following criminal convictions within seven (7) years prior to the submission of your application, you will NOT be eligible to rent from Deca:**

- Robbery
- Harassment or stalking
- Felony controlled substance
- Felony burglary/theft
- Assault
- Possession of a controlled substance or intent to distribute
- Involuntary manslaughter

**If your history includes any of the following criminal convictions, regardless of when they occurred, you will NOT be eligible to rent from Deca:**

- Murder
- Kidnapping
- Terrorist threats
- Arson
- Voluntary manslaughter
- Sexual assault or sexual misconduct

# FIND A PROPERTY & SCHEDULE A VIEWING

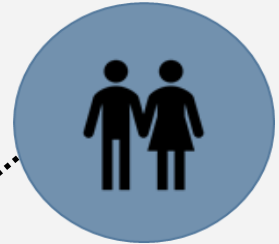
**Do not schedule a viewing unless you pre-qualify based on our rental criteria.**



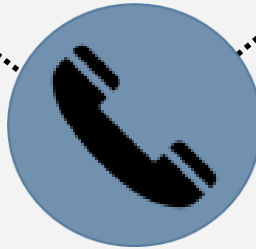
Go on our website, [www.decarealty.com](http://www.decarealty.com) to look at our available properties for rent and to schedule a viewing.

Call our office 314-631-3306 (Mon-Fri 8:30-4:30) for assistance finding a property.

Call our scheduling line 314-310-0323 (available 24/7) to schedule a viewing.



Come to our office located at 9630 Gravois Rd St. Louis, MO 63123 (Mon-Fri 8:30-4:30) and we would be happy to assist you in person.



**Our property listings are always being updated. Properties are being rented and new properties are being added daily. Keep an eye on our website for new listings!**

## APPLICATION PROCESS

Many of our properties are in high demand. In some cases, there may already be multiple applications submitted at the time you submit your application. We cannot guarantee any unit, although it may be available at the time your application is submitted. Units are rented to the best qualified applicant (not based on order received) with the full security deposit paid. A security deposit will not be accepted until the rental application is approved.

### Application Rules:

- Each person 18 years of age and over (or an emancipated minor) who intends to reside in the subject dwelling unit must submit a rental application.
- Each applicant must qualify, at Deca's sole discretion, either: (a) individually, or (b) jointly with other applicants.
- Applications must be filled out and signed or electronically submitted.
- Application fees must be paid prior to processing the rental application.
- Applicant must acknowledge and accept that Deca represents the owner of the property for which applicant is applying.
- Applicant must complete the application in detail and provide a current picture identification, social security card and proof of legal income.

**Acceptable identification (Deca reserves the right to refuse any form of identification that does not fall within the following four types):**

- Current state driver's license
- Current state identification
- Current military identification
- Current passport

**Unacceptable identification includes, without limitation:**

- Work identification
- Identification that is not current
- Identification that is not in a condition to be read
- Other forms of identification that, in Deca's sole discretion, are unsatisfactory

**Any falsification of information on the rental application, including non-disclosure of criminal records, is grounds for not qualifying.**

**Application Cost:**

- \$35 per adult (anyone 18 years of age and over or emancipated minor)
- Application fee(s) is/are NON-REFUNDABLE
- The application fee covers the cost of processing your application and obtaining your credit report

**Methods of Payment:**

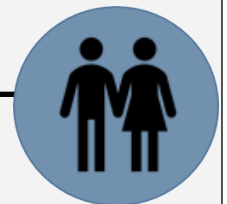
- Exact cash
- Money order
- Personal check or cashier's check
- Credit card (only accepted through online application) convenience fees apply

**Ways to Apply:**



Apply online at [www.decarealty.com](http://www.decarealty.com) and pay with credit card (there is a \$3 convenience fee per applicant).

Apply in person at our office (9630 Gravois Rd St. Louis, MO 63123). We are open Mon-Fri 8:30-4:30. We accept money orders, personal checks, cashier's checks or exact cash. We also have a drop box to the right of our front door if you want to drop it off after hours.



Mail your application with a money order, personal check or cashier's check to our office:

9630 Gravois Road  
St. Louis, MO 63123

**Application Processing Time:**

- Processing the application by Deca starts ONLY when all necessary paperwork is received and the application fee is paid.
- It is the applicant's responsibility to help us secure the necessary information from previous and present landlords, employers and other references. Deca will make a reasonable attempt to contact previous and current landlord(s) submitted by applicant; however, the ultimate responsibility for supplying this information to Deca lies with the applicant. Deca reserves the right to deny tenancy based on inability to contact the references provided.
- Deca makes every effort to process applications within 2-5 business days of receipt.
- Once the application process is complete, a decision will be made within 24 hours.
- You are always welcome to check on the status of your application if you have not received a response within 2 business days of submission.