APPLICANT GUIDE

Rental Application Instructions

Welcome to Allegiance Property Management. To ensure prompt processing, please follow the instructions below when submitting your application. Questions? Contact **leasing@allegiancepm.com**.

$60	3x rent	661	3 days
Application fee per applicant	Minimum gross monthly income	VantageScore we look for	Processing goal, in business days

01 How to Apply

Submit online	Applications must be submitted at **www.allegiancepm.com**.
Create a BoomPay account	All applicants complete their rental application through our online application system, powered by BoomPay. Each applicant will be guided to create an account and complete the required screening steps.
Application fee	A **non-refundable** $60 fee is required for each applicant.
All applicants must apply	Every resident age 18+ must submit a separate application and pay the fee.
Co-signers / guarantors	May be accepted if an applicant has insufficient income or limited credit history. Co-signers/guarantors must: • Submit a full application • Be a legal resident of the Commonwealth of Virginia • Be listed as financially responsible on the Lease

02 Pet & Animal Screening

As part of the application process, all applicants are required to complete a PetScreening profile through our PetScreening portal. Every applicant completes one of the following:

Pet Profile
For household pets

$30 per pet, non-refundable

No-Pet Profile
If no pets will reside in the home

No fee

Assistance Animal Accommodation Request
For service or assistance animals

No fee

Access the portal directly at **allegiancepropertymanagement.petscreening.com**. Pet Profile fees are paid directly to PetScreening.

Please note: a PetScreening profile is required for all applicants, regardless of whether a pet or assistance animal will reside in the property. PetScreening approval does not guarantee pet approval — all pets remain subject to the property's pet policy and owner approval where applicable.

03 Required Documentation

- Government-issued photo ID (valid and unexpired)
- Social Security Number or Individual Taxpayer Identification Number (ITIN)
- Residence history for the past 3 years, including landlord contact information when applicable
- Pet/animal photo and documentation (if applicable)
- Tenant's agent business card (if applicable)

Employment & Income Documentation

Applicants must provide employment history and income documentation for the past two years:

Employed applicants	Two most recent paycheck stubs or a new job offer letter, and the last two years' W-2s or tax returns.
Self-employed applicants	Current profit and loss (P&L) statement and the last two years' tax returns. Six months of personal and business bank statements may substitute for a P&L if unavailable.
Active-duty military	Current Leave and Earnings Statement (LES) and official orders, if the LES does not reflect the new duty station.
Other income sources	Acceptable forms include Social Security Explanation of Benefits, Pension, or Annuity Statements.

04 Income Verification

Income verification is completed as part of the BoomPay screening process. You may be asked to confirm income and employment in one of three ways:

1. Connect your online bank account
2. Connect your payroll provider
3. Upload a recent pay stub (authenticity automatically verified)

Reports include annual income, income-to-rent ratio, and income sources. If electronic verification is unavailable, we may request additional documentation.

05 Tenant Selection Criteria

Credit check	All applicants must authorize a credit check through BoomPay's screening provider. Reports use a VantageScore®. We look for a VantageScore of 661, along with a history of timely payments and responsible credit use.
Income requirement	Minimum monthly gross income of 3x the monthly rent, by a combination of no more than two incomes.
Criminal background check	All applicants are subject to a criminal background check as part of the screening process.
Additional qualification measures	Allegiance reserves the right to require a higher security deposit or prepaid rent as a condition of approval for an applicant who does not fully meet the standard criteria.

GROUNDS FOR IMMEDIATE DENIAL

- Incomplete applications pending more than 5 business days
- False, misleading, or omitted information
- Eviction within the past 10 years
- Unsatisfied landlord judgments or collections
- Bankruptcy within the past 2 years, or open/non-discharged bankruptcy
- Criminal conviction for the manufacture and/or distribution of illegal drugs, within the past 20 years
- Criminal conviction of a violent or aggressive felony, within the past 20 years
- Criminal conviction requiring registration as a sex offender

06 Processing & Lease Steps

Processing goal	Up to 3 business days once the application is complete.
First-come, first-served	Completed applications are processed in the order in which they are received. Incomplete applications do not hold a spot in line.
Lease signing & payments	Within 3 business days of approval, applicants must: • Sign the Lease • Pay first month's rent, security/pet deposit, and the first month's Resident Benefits Package (RBP) in certified funds
5-day move-in policy	To ensure each home is professionally prepared and ready for your arrival, all move-ins must be scheduled at least 5 business days after application approval.

Failure to complete these steps may result in rescinding approval and moving to the next applicant.

07 Resident Benefits Package (RBP)

All residents are automatically enrolled in a mandatory Resident Benefits Package, which includes:

$55.95/month

- Renters' insurance
- HVAC air filter delivery (for applicable properties)
- Credit building
- $1M identity protection
- On-demand pest control (optional)
- Resident rewards program
- Late fee forgiveness
- Online tenant portal
- 24/7 maintenance reporting

RBP OPTIONS

Provide your own renters' insurance

Package reduced by **$10.95/month**

Decline pest control

Package reduced to **$40.95/month** (or **$30.00/month** with your own renters' insurance)

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