



Rental Application Instructions

Welcome to Allegiance Property Management! To ensure prompt processing, please follow the instructions below when submitting your application. For questions, contact **leasing@allegiancepm.com**.

How to Apply

- **Submit Your Application Online:** Applications must be submitted at www.allegiancepm.com.
- **Create a BoomPay Application Account:** All applicants must complete their rental application through Allegiance Property Management's 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

Pet & Animal Screening

As part of the application process, all applicants are required to complete a PetScreening profile through Allegiance Property Management's PetScreening portal.

All applicants must complete one of the following:

- Pet Profile (for household pets)

- No-Pet Profile (if no pets will reside in the home)
- Assistance Animal Accommodation Request (for service animals or assistance animals)

Applicants may access the PetScreening portal directly at:

<https://allegiancepropertymanagement.petscreening.com>

There is no fee to complete a No-Pet Profile or submit an Assistance Animal Accommodation Request.

Pet Profiles are subject to a non-refundable \$30 fee per pet, paid directly to PetScreening.

Please note that completion of 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, as all pets remain subject to the property's pet policy and owner approval where applicable.

Required Documentation

- Government-issued photo ID (valid and unexpired)
- Contact information for current and prior landlords
- Pet/animal photo and documentation (if applicable)
- Tenant's agent business card (if applicable)

Income Verification

Income verification is completed as part of the Boom Pay screening process. Applicants may be required to provide documentation to confirm income and employment, which may include:

1. Connect their online bank account
2. Connect their 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, Allegiance may request additional documentation.

Tenant Selection Criteria

- **Credit Check:** All applicants must authorize a credit check through **BoomPay's screening provider**. Reports use a **VantageScore®**. Allegiance Property Management looks for a **VantageScore of 660**, along with a history of timely payments and responsible credit use.
- **Income Requirement:** Minimum gross monthly income of **3x the monthly rent**. A maximum of two applicants may combine income.

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

Processing & Lease Steps

- **Processing Goal:** Within 48 business hours once all required information is received.
- **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.

Resident Benefits Package (RBP)

All residents are automatically enrolled in a **mandatory Resident Benefits Package (\$55.95/month)**, which includes:

- 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)