

# **BELLEVILLE EAGLE REALTY RENTAL GUIDE**

**updated 1/7/2026**

Thank you for your interest in our properties! Please read our rental guide for answers to all of your questions on how to rent a property with us.

## **1. Rental Qualifications and Eligibility**

Our main rental qualifications are:

- Your gross monthly income must be at least 3 times the monthly rent.** This is the amount of money you bring home BEFORE taxes. If you are applying with multiple people with jobs, we add up the gross monthly rent for all applicants. We require that you have been at your current job for a minimum of four complete months to qualify. Some properties could have different income or additional requirements. If a property has a different income requirement, it will be noted on the listing.
- No major criminal history.** If you have a felony conviction, the sentence must have been “completed satisfactory” a minimum of 6 years to qualify. Failure to disclose ANY felony conviction (even if it has been dismissed at a later date) can result in your application being denied. It is a good idea to include anything relating to this in the comments section of your application.
- Good rental history.** This includes, but is not limited to, on time payments, no evictions, no court cases brought against you by a previous landlord, good move out condition of your property, etc. Failure to disclose ANY evictions or court cases involving another landlord could result in your application being denied. It is a good idea to include anything relating to this in the comments section of your application.
- No bankruptcies within the last 3 years.**
- Your credit score is not a factor in your application with us. We have no required credit score.**

We do not accept cosigners. All applicants must be full time residents of the property.

For tenants using their Section 8 packet, all properties are Section 8 available. However, you will need to complete the “Can I Afford This Unit?” worksheet and work with your case manager to determine if the property you are interested in will be covered by your packet. You must have your packet in hand and be able to turn it in the day of your showing.

## **2. Submitting an application and setting up a showings**

For any property you are interested in renting, you will need to fill out an application on our website ([www.bveagle.com](http://www.bveagle.com)) Applications can take up to 5 business days to process. Once we have reviewed your application, we will contact you (most of the time via email) to set up a showing or if we need any further information from you.

When you have scheduled a showing, you will need to have ALL adults age 18 and older attend the showing and each adult will need their photo ID. When you arrive at our office, please call 618-277-8055 ex. 5 and leave a check-in message to let us know you are here or email us. Someone will meet you at your car to check your IDs. You will need to have your own vehicle for showings (we do not provide transportation). For security reasons, only applicants will be allowed to attend the in person

showing. **It is very important that you are on time for your appointment.** If you are more than 10 minutes late for your showing, we will not be able to take you. Your appointment is always for the time you have selected when scheduling.

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### **3. Turning in background check materials for the unit you want**

After you have attended an in-person showing and want to move forward with your application, you will need to provide the following:

- 1) Each adult will need to supply their last 4 paystubs OR Section 8 packet.
- 2) Each adult will need to supply their driver's license/state ID and Social Security number.
- 3) Each adult will need to supply their \$80 per adult background check fee in the form of cash or money order ONLY. If paying with money order, please make your payment out to "Belleville Eagle Realty"

Paystubs can be submitted via email in the form of a PDF (we cannot accept screenshots).

IDs can also be submitted via email. Please take a clear picture of your ID and email it to us.

You can submit your payment at our office drop slot labeled "Put rent or mail here." at any time. Once these materials have been received, we will email you with confirmation.

Background check materials are received on a first come, first served basis. We accept additional applicants to be on a wait list if all the required documentation is received, but we must complete the background check on the initial applicant first before we would be able to begin your application. If the first applicant is approved and the property is no longer available, we would be able to refund your background check fee.

### **4. Background check process**

Background checks can take up to a week to complete. It is a good idea to tell your current landlord and employer that you have applied to rent an apartment and they should expect to be contacted by us for a rental verification or employment verification. Having these parties complete your verification in a timely manner will speed up the background check process. Landlords and employers will need to participate in your background check process. If we are unable to get a reference, this could result in your application being denied.

Please note that your \$80 background check fee is a rental/criminal background check. If your employer uses a third party to complete background checks, we will contact you to pay this fee directly to us.

We will communicate with you by email, so it is a good idea to frequently check your email to answer any questions we might have while completing your background check.

Additional items (including but not limited to bank statements, landlord contact information, etc.) can be requested at any time.

**Fraud of any kind will result in the immediate denial of your application with no refund given. It is up to each applicant to ensure that the information they are providing is correct and truthful.**

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## **5. Approval**

If you are approved for your unit, you will have 24 hours to pay your security deposit. Methods of paying your deposit will be emailed to you. We will only hold your unit for 24 hours, so you will need to pay your deposit within that time frame. If it is not paid in that time frame, we will relist the property and you may lose your spot in line. After we have received your security deposit, you would have a maximum of one week to close on the unit and start your lease. **Please note that all security deposits are non-refundable.** Your security deposit does not cover any of your rent. If for some reason you pay your deposit and are unable to move forward with your application, it is unable to be refunded.

## **6. Closing**

Once you have decided on your lease start date, your lease and closing instructions, as well as your final amount due, will be emailed to you. In order to collect your keys, you would need to:

- sign your lease
- switch any required utilities over in to your name. You will be required to provide documentation from each utility provider showing your service start date.
- obtain an occupancy permit
- pay your pro-rated rent and doc fee

Further instructions will be emailed to you upon receiving your deposit.

**If you have any further questions, please email us at [info@bveagle.com](mailto:info@bveagle.com)**