

SSMG Application Structure (Rentvine Setup)

1. Core Application (Handled in Rentvine)

Use Rentvine's standard application for:

- Full Legal Name
- Date of Birth
- Social Security Number or ITIN
- Government Issued ID
- Phone Number
- Email Address
- Current Address and Residency History
- Previous Landlord Information
- Employment and Income Verification
- Background Screening
- Credit Screening

2. SSMG Add-On Questionnaire (Custom Section)

Shared Housing Compatibility

Have you lived in shared housing before? (Yes or No)

How would you describe your cleanliness habits?

Are you comfortable sharing the kitchen, living room, and bathroom spaces? (Yes or No)

What is your typical daily schedule (work hours and sleep hours)?

Do you work from home? (Yes or No)

Lifestyle and Behavior Screening

Do you smoke or vape? (Yes or No)

Do you drink alcohol regularly? (Yes or No)

How often do you typically have guests?

Do you have any habits that may affect shared living?

How do you typically handle conflict with roommates?

House Rule Commitment

Are you willing to follow strict house rules and quiet hours? (Yes or No)

Do you understand that guest access may be limited or restricted? (Yes or No)

Do you agree to maintain cleanliness in both your private room and shared areas? (Yes or No)

Do you agree to respect other residents and shared living standards? (Yes or No)

Payment and System Acknowledgment

I understand that rent is a monthly obligation, even if a weekly payment option is offered. (Yes or No)

I agree to make all payments through the designated online system. (Yes or No)

I understand that automatic payments may be required. (Yes or No)

I understand that late or missed payments may result in fees or termination. (Yes or No)

Shared Housing Understanding

I understand this is a shared housing environment with multiple residents. (Yes or No)

I understand that violations of house rules may result in fees or termination of my agreement. (Yes or No)

I understand that unauthorized guests or occupants are not permitted. (Yes or No)

3. Internal Use Only Approval Tags

SSMG Approved
SSMG Conditional Approval
SSMG Denied

Behavior Flags

Cleanliness Concern
Schedule Conflict
Work From Home Conflict
Guest Risk
Attitude Concern

Financial Flags

Income Concern
Credit Concern
Rental History Concern

4. Suggested Approval Criteria

Financial

Minimum 2.5x rent in income or acceptable alternative proof
No outstanding landlord debt
No recent evictions (case by case if older)

Behavioral

Answers reflect cleanliness and respect for shared living
Schedule aligns with shared housing environment
No major red flags in lifestyle or conflict responses

5. Optional Pre-Screen Step

Before sending full Rentvine application:

Ask:

- Move-in date
- Budget
- Comfort with shared housing
- Work schedule
- Agreement to house rules

Only send full application to qualified leads

6. System Notes

All applicants must:

- Complete full Rentvine application
- Pass screening requirements
- Agree to SSMG shared housing standards

Approval is based on both financial qualification and shared housing compatibility