



## APPLICATION TO RENT Equal Opportunity Housing

Thank you for applying to rent one of our properties. These are some of our policies and important parts of the lease agreement/application form you will be signing.

### **APPLICANT SCREENING CRITERIA**

1. **APPLICATION FORMS:** An online application must be filled out in its entirety as well as the 3 page supplemental application. All applications will be considered based on the completeness of application data.

2. **PROOF OF INCOME:** Pay check stubs, written verification from employer and tax returns are acceptable forms of documentation. Income verification for steady employment must be provided for the past 12-24 months. You must provide verifiable income of at least 3 times the monthly rent. Two recent paycheck stubs or written verification of income and employment is required. Self-Employed applicants must show 2 years tax returns and recent bank statements showing income activity of your business.

3. **HOUSING REFERENCES:** Previous residency for the last 24 months must be verified. Living with or renting from relatives does not constitute a bona fide landlord reference. Prior Home ownership with on time mortgage payments may be considered. Written verification of current address is required. We will cross reference single family homes with the county records to verify ownership. You may also be asked to provide rental payment receipts, a copy of your lease, and utility bills showing you as the occupant of the property. Prior judgments for evictions must be paid in full. Judgments less than two years old will not be considered.

4. **CREDIT WORTHINESS:** A credit report will be obtained for background information purposes and certain derogatory credit information needs to be explained and may require the payment of additional security deposit if the application is considered

5. **ARRESTS OR CONVICTIONS:** Certain non-violent criminal arrests or convictions may be considered for residency. Violent offences will not be considered.

6. **PETS:** All pets are subject to owner approval which is given in writing by the property owner or agent. Pets may not be allowed at all at some properties. Additional deposit of \$200.00 per pet plus a non-refundable pet fee of \$100 per pet must be paid if pets are approved.

8. **INCOMPLETE, ILLEGIBLE, INACCURATE INFORMATION:** All information, phone numbers, dates, signatures or other required information must be provided in full, accurately, and in legible form.

9. **VARIANCE POLICY:** Payment of additional security deposit up to 1.5 times the monthly rent may be paid under certain circumstances to offset risk factors present in the applicant's rental, employment or credit history.

### **POLICY SUMMARY**

**Move in payments for deposits and first month's rent must be in the form of cashier's check or money order.**

**All rent payments are due on the first day of each month. Late payment fees are listed in your rental agreement.**

1. You need to obtain renters insurance. The home owner's insurance policy does not cover your personal belongings in any event

2. After you are given verbal approval and acceptance of your application the required security deposit must be paid in full and the lease must be signed within 48 hours. Once applicant is approved and all deposits or monies paid are non-refundable should applicants not complete the lease or take occupancy.

3. Because of identity theft and privacy issues we do not provide a mail key. You must contact the post office in the area where your property is located to obtain a mail key. The post office usually charges a fee of about \$50.00 for the new keys.

4. You must turn on all required utility services, electric, water, trash, gas or others before you take occupancy of the property. You must immediately report any problems you might discover in the process. If you are renting a new house that has gas service you need to apply for service at least six days ahead of time to insure that it can be connected prior to your occupancy.

5. There are no verbal agreements. All changes to the property or agreement must be approved by the owner and signed by our company broker or the office manager. You will be given a move in inspection form and asked to fill it out and return it to our office within 10 days.

We strive for a high standard in the preparation of rental units, but our standards may not be equivalent to your standards. Any request to make changes in the current condition of the property or terms of the lease agreement must be in writing at the time of application. These requests may be written on a separate page or on the back of the application and will be considered at the same time your application is processed.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



### Application for Residency Addendum

Have you or ANYONE (regardless of age) who will be residing with you:

1. **Ever** been arrested, cited, prosecuted, plead guilty to, or been convicted of a crime? [ ☐ Yes [ ☐ No
2. **Ever** been placed on probation, parole, or effected by the Megan Laws? [ ☐ Yes [ ☐ No
3. **Ever** been or currently are a member of a gang? [ ☐ Yes [ ☐ No
4. **Ever** had or currently have a warrant for your/their arrest? [ ☐ Yes [ ☐ No
5. **Ever** been or currently are involved in ANY criminal activity? [ ☐ Yes [ ☐ No
6. **Ever** been evicted or had a forcible detainer filed against you? [ ☐ Yes [ ☐ No
7. **Ever** moved to avoid eviction or because of problems with other tenants/landlord? [ ☐ Yes [ ☐ No
8. **Ever** been a petitioner in a case at bankruptcy court? [ ☐ Yes [ ☐ No

Explain ALL [YES] answers in detail. (What happened? When? Where? And the results)

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All information furnished on this application is to the best of my knowledge, complete and accurate. Discovery of false or omitted information constitutes grounds for rejection of this application. You or any agent(s) or your choice may verify any and all information from whatever source you choose including the obtaining of a credit report. I authorize all person or firms named and unnamed in this application to freely provide any and all requested information concerning me and hereby waive all right of action for any consequence resulting from such information and/or the providing thereof.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date



### Landlord Report/Tenant Verification

To: \_\_\_\_\_

Tenant: \_\_\_\_\_

Address: \_\_\_\_\_

*We, the listed applicants, authorize release of our tenancy information.*

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

*Please provide the following information about the tenant listed above.*

Move in Date: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_

Number of Late Payments: \_\_\_\_\_

Number of NSF Checks: \_\_\_\_\_

Any non-compliance notices? \_\_\_\_\_

Forcible detainer filed for any reason? \_\_\_\_\_

Proper notice to vacate given? \_\_\_\_\_

Did they have a pet listed? \_\_\_\_\_

Would you rent to them again? \_\_\_\_\_

\_\_\_\_\_  
Landlord or Representative

\_\_\_\_\_  
Date