

THE PROCESS

Your application will be processed by the Management Company in collaboration with the property's owner(s). When the application is approved to move to the next stage, we will notify you. During the second stage, a customized lease will be drafted and executed by all parties. Then, if applicable, the executed lease, and the Homeowner's Association (HOA) application, will be submitted to the Homeowner's Association for their approval. If applicable, the lease is subject to their approval.

GETTING STARTED

Please return the following items so that we can process your application quickly.

1. Completed Lease Application - everyone 18 or older must complete.
2. Copy of each applicant's driver's license.
3. Proof of Income. This requirement is waived if you prepay the term of the lease.
 - a. To determine how much you must provide as a monthly income (before taxes and deductions), multiply the rent by 2 then add your minimum debt payments (i.e. car, credit cards, mortgage, etc.)
 - b. This can be provided in the following ways and can be combined:
 - i. Latest payroll statement
 - ii. Social security or pension statement
 - iii. 2 months of investment or bank account statements (multiple the monthly minimum requirement by 12)
 - iv. First page of previous 2 years of personal tax returns (multiple the monthly minimum requirement by 12)
4. If you have a pet, please provide a photo. You will be required to provide immunization records at lease signing.
5. \$100 non-refundable fee per applicant. Money order or cashier's check only made payable to the Management Company



Please review the resident selection criteria. If you are concerned about anything that may arise during the background and credit check process, please contact your leasing associate.

Please review through the sample Lease Agreement; adjustments will be made to date, address, names, utilities, etc., but significant changes will not be permitted. If you have any concerns, please contact your leasing associate.

The balance of the first month's rent, a pet deposit (if applicable), the last month's rent and a security deposit equal to one month's rent will be due at lease signing.

We strongly recommend purchasing a renter's insurance policy. Please contact your insurance agent.

RESIDENT SELECTION CRITERIA

1. All Adult applicants 18 or older must submit a fully completed, dated and signed residency application and \$100 non-refundable application fee. Each applicant must provide proof of identity. The Applicant may be required to be approved by a condo/homeowner's association and may have to pay an additional application fee(s) or an additional security or damage deposit.
2. Applicants must have a combined gross income of at least three times the monthly rent plus any additional monthly debt payments. We reserve the right to require a co-signer.
3. Credit history and or Civil Court Records must not contain slow-to-pay accounts, judgments, any eviction filings, collections, liens, or bankruptcy within the past 5 years.
4. Self-employed applicants may be required to produce, upon request, 2 years of tax returns or 1099s and non-employed individuals must provide verifiable proof of income.
5. All sources of other income must be verifiable if needed to qualify for a rental unit.
6. Applicants agree to submit to a criminal background check for criminal convictions of both misdemeanors and felonies. Any applicant who has a criminal conviction may be asked to submit further documentation and/or information regarding the underlying offense and any subsequent rehabilitation so that an individualized assessment may be conducted to determine whether the applicant poses a safety or property damage risk. An applicant may be rejected if, after such an individualized assessment of the nature, gravity, and timing of the offense, it is determined that the applicant poses a significant and legitimate threat to safety or property.
7. Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances or illegal activities, no unpaid NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination.

8. No pets (with the exception of medically necessary pets for the benefit of the occupant(s)) of any kind are permitted without specific written permission of landlord in the lease document, an addendum to lease, a non-refundable pet fee acceptable to landlord and/or an additional pet deposit or additional security deposit. Fees and deposits are waived for medically necessary pets.
9. A minimum non-refundable property preparation fee may be charged at to the Resident(s) at time of leasing the property. It will be used at the end of your lease term to cover any needed cleaning, carpet cleaning and rekeying. Other mandatory minimum fees for cleaning, carpet cleaning, rekeying etc may be charged as per the lease. Resident(s) shall still be liable for amounts for damages, cleaning, re keying etc that exceed this non-refundable property preparation fee or minimum fees.
10. The number of occupants must comply with HUD standards/guidelines for the applied for unit.
11. We may require a holding or good faith deposit to be collected to hold a property off the market. In the event the application is approved, and the applicant fails to enter into a lease, the applicant shall forfeit this deposit. In the event the application is approved, this deposit shall be applied to the required security deposit.
12. Any exceptions to our Company's criteria will need to be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is then given for such exceptions, additional security, co signers, and/or additional advance rent payments may be required.
13. Our company policy is to report all non compliances with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau and/or a collection agency and if the amount is disputed, it shall be reported as disputed in accordance with law.
14. Applicants will be required to pay a security deposit at the time of lease execution equal to one month's rent as well as the first month and the last month's rent. We reserve the right to require a higher security deposit and or additional prepaid rent. We place the security deposit and last month's rent in a non-interest-bearing Escrow account for which the owner does not have access.

APPLICATION #1 (complete for each individual 18 years and older)

Full Legal Name (must match driver's license)			
(if applicable) Maiden Name		Marital Status	
Social Security #		Date of Birth	
Driver's License # (separately, a copy of the front + back of DL)			
Email Address			
Cell Phone #			
Current Address			
Minor Occupying, Name		Age	
Minor Occupying, Name		Age	
Make, Model, Color Car		Tag #	
Make, Model, Color Car		Tag #	
Emergency Contact		Cell #	

Have you or any occupants ever been arrested for, convicted of, put on probation for, or had adjudication withheld or deferred for a felony offense? ___ NO ___ YES If Yes, please explain on separate page.

Have you ever had an eviction filed against you? ___ NO ___ YES

APPLICANT understands and agrees that multiple applications may be taken by Landlord or Management for the same property, Landlord or Management may approve who they wish even if multiple applicants qualify. APPLICANT represents that all of the statements and representations are true and complete, and hereby, authorizes verification of the above information, references and credit records. APPLICANT understands that an investigative consumer report including information about character, credit history, general reputation, personal characteristics, mode of living, and all public record information including criminal records may be made. APPLICANT agrees that false, misleading, or misrepresented information may result in the application being rejected, will void a lease/rental agreement if any and/or be grounds for immediate eviction with loss of all deposits and any other penalties as provided by the lease terms if any. APPLICANT authorizes verification of all information by the Landlord and or Management Company.

NON-REFUNDABLE APPLICATION FEE--APPLICANT(s) shall pay to Landlord and/or Management Company herewith the sum of \$100.00 as a NON-REFUNDABLE APPLICATION FEE for costs, expenses, and fees in processing the application.

APPLICANT understands that other applications may be processed, and another approved APPLICANT may be chosen. If APPLICANT is approved by Landlord and/or Management and the lease is entered into the GOOD FAITH DEPOSIT shall be applied toward the security/damage deposit. If APPLICANT is approved and chosen but fails to sign the lease within 3 days of verbal and/or written approval and/or take possession after lease signing, the FULL GOOD FAITH DEPOSIT shall be forfeited to the Landlord or Management in addition to any penalties as provided in the lease if the lease has been signed by the APPLICANT. The GOOD FAITH DEPOSIT shall be refunded only if APPLICANT is not approved and chosen. Keys will be furnished only after lease and other rental documents have been properly executed by all parties and only after applicable rent, fees, deposits, and security deposits have been paid. This application is preliminary only, in no way implies that a particular rental unit shall be available and in no way obligates Landlord or Management to execute a lease or deliver possession of the proposed premises to the APPLICANT.

Landlord or Management may withdraw approval even after approval at any time before a lease agreement is fully executed for any reason. A signature obtained electronically on this agreement will be binding as an original signature.

I HAVE READ AND AGREE TO THE PROVISIONS AS STATED:

Signed _____ Date _____

APPLICATION #2 (complete for each individual 18 years and older)

Full Legal Name (must match driver's license)			
(if applicable) Maiden Name		Marital Status	
Social Security #		Date of Birth	
Driver's License # <small>(separately, a copy of the front + back of DL)</small>			
Email Address			
Cell Phone #			
Current Address			
Minor Occupying, Name		Age	
Minor Occupying, Name		Age	
Make, Model, Color Car		Tag #	
Make, Model, Color Car		Tag #	
Emergency Contact		Cell #	

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Have you ever had an eviction filed against you? ___ NO ___ YES

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