

RENTAL APPLICATION CRITERIA AND PROCEDURES

“We are pledged to the letter and spirit of the U.S. Policy for the Achievement of Equal Housing Opportunity throughout the Nation. We encourage and support a program in which there are no barriers to obtaining housing because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin.”

Credit worthiness is an important factor and the following items may be considered in evaluating this application for tenancy.

I. PROCESSING TIME FRAME:

Application processing normally takes 2-5 business days. Due to unforeseen circumstances, some applications may take longer. You will be contacted immediately upon determination of approval or denial.

II. TO APPLY THE FOLLOWING IS REQUIRED:

A. All applications must be filled out completely and signed. NO APPLICATION WILL BE PROCESSED THAT IS NOT FULLY COMPLETED AND SIGNED.

B. The application fee is \$40.00 per adult person, which will be paid directly to <https://www.mysmartmove.com/>. There may be an additional fee to verify employment and income if your employer only does these verifications through TheWorkNumber or another fee-required service.

C. An additional application with accompanying fee is required for each person over 18 years of age. For example, a husband, a wife, and 2 children would fill out two separate rental applications and pay two times the \$40/per adult person fee. This is due to the fact that we must run a credit check on each adult person, and we must research each individual's income, employment and references.

D. An image file of a valid driver's license, military, or State ID is required to be sent with the completed application. Please also send copies or pdf's of paystubs for the 2 previous months and your w-2 for 2016 and 2017.

E. Your credit history and credit score will be checked from credit reports, online databases, and county and state records. We reserve the right to deny your rental application for items such as judgments, liens, collections, and late payments. The credit score is just one of the criteria used.

F. If you have been convicted of a felony within the last five (10) years that is cause for rejection. A criminal background search will be performed for each applicant or occupant 18 and older.

G. Residency must be verified for a minimum of twenty-four (24) months. Rental history or mortgage payment history must be rated satisfactory or better, with no evictions or late payments.

H. Gross monthly income or assets must be verifiable and be three (3) times the monthly rent amount, and total debt ratio with the rental amount may not exceed 45%. Income/assets may be verified by pay stubs, bank statements, court decree on child support or alimony. If your income is from a job where you are paid via payroll check, please provide copies of your last 2 months of paystubs and your w-2's for 2016 and 2017. Persons using 1099 or self-employment income must have two (2) years of work history in the same or similar job in the local job market and furnish two

(2) years of financial history including tax returns.

III. PROCEDURES AND POLICIES:

A. The application fee is **NON-REFUNDABLE, and must be by money order, certified funds or personal check.**

B. Pets may be allowed at the Landlord's approval. If an undeclared pet is found in the rental at any time, we reserve the right to collect a \$500 **NON-REFUNDABLE** pet fee and issue a 7-day notice with no right to cure. Finding an undeclared pet on the premises may also be grounds for terminating the rental agreement and loss of security deposit. Approved tenants with pets may be charged a **non-refundable** flea-treatment fee of \$150 upon move-out if fleas are found at the home.

C. Tenant must obtain and maintain a renter's insurance policy with a minimum of \$300,000 in liability coverage and provide proof of coverage prior to move-in.

D. This is a NON-SMOKING home, no smoking is allowed in home or on the property.

Evidence of smoking in or at the property may be grounds for terminating the rental agreement and loss of security deposit and tenant(s) will be liable for any and all costs of remediation of the home which may be in excess of the security deposit.

E. Once your application is approved; you must sign a lease and provide a security deposit, in the amount of \$2200, for the premises in order to secure the home for rental. This security deposit must be paid by certified funds or electronic transfer. The rental home will remain on the market until the applicant signs a lease for the property and provides the necessary security deposit. **If the applicant deposits the security deposit and signs the lease and attempts to terminate the lease prior to occupying the property--the security deposit will be forfeited as liquidated damages for the owner.**

F. Normally applications will be processed on a first come-first serve basis, however if a second (2nd) application is submitted before approval can be achieved then, we reserve the right to select the highest rated application for placement. In this situation only, those applicants not processed and not approved will be refunded their application fee.

G. If you are military, please submit the most current LES.

H. All information collected for the approval or denial of this application is considered confidential in nature and for professional use only.

I. Keys will be released on the first (1st) day of occupancy.

K. Rent will be due at the first of every month and is due prior to move-in.

This Rental Criteria and Procedures handout is provided to everyone seeking an application for renting a property. Applicants should not proceed with completing and submitting an application unless they have received and read this document and agree to the language and the lease requirements listed in this document.

_____ initial

RENTAL APPLICATION

- 1. Pets may be allowed at the Landlord's approval.
- 2. This is a NON-SMOKING home, no smoking is allowed in home or on property.
- 3. Application fee must be paid by online credit card payment and is NON-REFUNDABLE.
- 4. Applicant must provide picture identification.
- 5. Please print -- Application must be completed IN FULL to be considered.

Applicant's Full Name _____

Email Address _____

Home Telephone () _____ Cell Phone () _____

SSN: _____ Date of Birth ____ / ____ / ____

Driver's Lic. # _____ issued in the state of _____

Current Employer _____ Address _____

Supervisor _____ Telephone () _____

Applicant's Title/Rank _____ Salary _____

Pay Period _____ Length of employ: ____ years ____ months

Previous Employer _____ Address _____

Supervisor _____ Telephone () _____

Applicant's Title/Rank _____ Salary _____

Pay Period _____ Length of employ: ____ years ____ months

Current Address _____ How long? _____

City, State, Zip _____ Own/rent? _____

Landlord/Lender _____ Telephone () _____

Monthly Payment _____ Account # _____ (if applicable)

Previous Address _____ How long? _____

City, State, Zip _____ Own/rent? _____

Landlord/Lender _____ Telephone () _____

Monthly Payment _____ Account # _____ (if applicable)

Car tag _____ State _____ Make _____ Model _____ Year _____

Car tag _____ State _____ Make _____ Model _____ Year _____

Nearest Living Relative _____ Relation _____

Address _____ Phone () _____

Please give information on at least two non-family references we may contact.

Reference (Not relative/employer) _____ Phone () _____

Reference (Not relative/employer) _____ Phone () _____

Have you been convicted of a crime in the last ten years? _____ Yes _____ No

I affirm the following will be residents of the Property: (List first and last names of all prospective tenants, including yourself.)

1. _____	Date of Birth	____/____/____
2. _____	Date of Birth	____/____/____
3. _____	Date of Birth	____/____/____
4. _____	Date of Birth	____/____/____
5. _____	Date of Birth	____/____/____

I affirm the following pets will be residents of the Property:

1. Type: _____ Breed: _____ Has this pet caused injury?
Yes/No

2. Type: _____ Breed: _____ Has this pet caused injury?
Yes/No

3. Type: _____ Breed: _____ Has this pet caused injury?
Yes/No

*******PLEASE READ BEFORE SIGNING*******

AUTHORIZATION: I hereby authorize the Landlord to verify all information contained on the application and conduct a full background check including but not limited to credit, bank account(s), public records, employment, eviction, criminal background checks, and I authorize Landlord to contact any persons or companies listed on the application. I understand that EACH prospective occupant is subject to approval. I understand that all applicants over age eighteen (18) must complete an application. The home will remain available for rental until applicant signs a lease for the property, approval alone does not guarantee the applicant the home until a lease has been signed. The security deposit must be paid at execution of lease, and is required to be in the form of a bank deposit, certified funds or a money transfer. **I understand that if the property is occupied at the time the lease is signed, that I agree to hold the Landlord harmless and waive any claim for costs/damages if the occupant fails to move out of the premises as promised by the Tenant.**

____ Initials of parties to this application that they have read the above statement and received a copy of the Landlord's Rental Criteria and Procedures (pages 1 and 2 of this 4-page document).

I, the undersigned applicant, affirm the information contained in this application is true, accurate, complete, and correct and agree that if this is not so, my application may be denied and/or my lease will be held in default and I may be subject to eviction. I understand due to the Fair Credit Reporting Act, I will not be furnished a copy of my credit report from the Landlord, and that this application is the property of the Landlord.

Applicant Signature _____ Date _____