

Realty Rents and Sales Statement of Rental Qualifications

Revised February 18, 2010

We are working with our community to maintain equality in the neighborhood. Therefore, we have a thorough screening process for all occupants over the age of 18 years of age. If the application standards are met and the application is accepted, you will have the peace of mind knowing your neighbors went through the same vigorous background checks and with equal care. Please review the following statement of qualifications. We provide equal housing opportunity needs. We do not, nor do we allow, discrimination based upon race, color, religion, national origin, familial status or disability, or any other protected classes in the state, city, county and local municipality.

Application Screening Criteria

- All applications must be completed in its entirety. Incomplete applications may be rejected until additional information needed is produced.
- A verifiable rental or mortgage history must be provided or additional security deposits may be required and/or denial of the application. Landlords and mortgage holders must verify timeliness of payment, proper notice given, have no evictions, and all balances owed must be paid in full.
- All prospective applicants must be 18 years of age or older.
- All occupants age 18 and over must provide an application for approval
- If you are single or married the total gross income must meet 2.75 times the monthly rent amount unless applying with additional applicants such as roommates, which will require all applicants make a combined income of 4 times the monthly rent.
- Government issued photo ID must be provided for all applicants at the time of move in.
- All credit accounts must have satisfactory ratings with no more than 65% negative credit. All utility accounts must be paid in full.
- Criminal Background check will be conducted.
- Eviction background will be conducted.

Applications will be denied for the following:

- Applications will be denied for all felonies found guilty or adjudication withheld within the last seven years. Misdemeanors relating to drug charges, and/or violence against another person. All other misdemeanors will be reviewed individually based upon the security of the incident. If an arrest records exists, it is up to the applicant to provide written authorization from the proper authorities as to the final disposition of guilt or innocence on any prior criminal charges.
- If you misrepresent any information on the application, in general, if any misrepresentations are found after the lease has been signed, the lease will be terminated.
- If we are unable to verify previous landlord or mortgage history
- If previous landlord or mortgage institution reports complaints or non-compliance, including but not limited to: Repeated disturbances of neighbors peace, damage to property beyond normal wear and tear, reports of violent threats to landlord or neighbors, having unauthorized occupants, failure to give proper notice, failure to pay rent or insufficient checks, filed eviction (unless stipulation adhered to), reports of unsanitary housekeeping, history of drug related activity by any household member or guest, maintaining unauthorized or uncontrollable pets, landlord would not re-rent or continue lease agreement.
- More than 65% negative credit
- Discharge of bankruptcy can not be verified

Any exception to our company's criteria will need to be submitted in writing to the rental agent for representation to the landlord for consideration.

I have read the above qualifications and understand the application process and its entirety.

Signature: _____ Date: _____

Signature: _____ Date: _____

APPLICANT INFORMATION

Applicant	Last Name _____	First Name _____	M.I. _____	SS# _____	Date of Birth _____ / ____ / ____
Spouse	Last Name _____	First Name _____	M.I. _____	SS# _____	Date of Birth _____ / ____ / ____
Drivers License # _____	State _____	Spouse _____	State _____		
** Other Occupants must be under the age of 18, if over 18 a separate application must be completed**					
Other	Last, First Name _____	Age _____	Last, First Name _____	Age _____	
Other	Last, First Name _____	Age _____	Last, First Name _____	Age _____	
Home Phone () _____	Pets: _____		Age _____	Weight _____	Breed _____ Name _____
Emergency Contact	Name _____	Relationship _____	Address _____	Telephone Number () _____	

RESIDENCY INFORMATION

Present Address	Street _____	City / State / Zip _____	Apt. # () _____	Own Rent \$ _____	Monthly Payment _____
Apartment Mortgage Company	Manager / Contact _____		Phone Number _____	From _____ To _____	
Previous Address	Street _____	City / State / Zip _____	Apt. # () _____	Own Rent \$ _____	Monthly Payment _____
Apartment Mortgage Company	Manager / Contact _____		Phone Number _____	From _____ To _____	

EMPLOYMENT / INCOME INFORMATION

Current Employment	Company Name _____	Phone Number () _____	From _____	To _____
	Supervisor Name and Position _____	Position Held _____	\$ _____	Annual Salary _____
Current Employment (Spouse)	Company Name _____	Phone Number () _____	From _____	To _____
	Supervisor Name and Position _____	Position Held _____	\$ _____	Annual Salary _____
Previous Employment	Company Name _____	Phone Number () _____	From _____	To _____
	Supervisor Name and Position _____	Position Held _____	\$ _____	Annual Salary _____
Other Sources of Income (if Applicable)	\$ _____	Amount _____	Source _____	Annual Salary _____

CREDIT INFORMATION

Credit References	Bank () _____	Phone Number _____	Account Number _____	Location _____
	Financial Institute () _____	Phone Number _____	Account Number _____	\$ _____ Balance Owed
	Financial Institute () _____	Phone Number _____	Account Number _____	\$ _____ Balance Owed

AUTOMOBILE INFORMATION

Automobile (s)	Tag # _____	Make _____	Year _____	Model _____	Registered To _____
	Tag # _____	Make _____	Year _____	Model _____	Registered To _____

Referred by _____ Resident Name _____ Apartment Number _____ Telephone Number _____

Please answer the following questions:

Have you ever had an eviction filed against you?	_____	If So when?	_____
Have you ever declared bankruptcy?	_____	If So when?	_____
Have you ever been charged with a felony?	_____	If So, please specify	_____
Have you ever been charged with a misdemeanor?	_____	If So, please specify	_____
Have you ever refused to pay rent?	_____	If So, please specify	_____

SIGNATURES AND AUTHORIZATIONS LOCATED ON BACK PAGE OF THE APPLICATION

AUTHORIZATION: I/We, the Applicant hereby authorize the management company personnel to verify all information contained on the application and conduct a full background check including but not limited to credit, bank account, employment, eviction, criminal background and authorize the management company personnel to contact any persons or companies listed on the application.

CORRECT INFORMATION: I/We, the Applicant affirm that all the information on 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 may be held in default and I/We may be subjected to eviction. I/We the applicant, has paid the management's agent a sum of \$ _____ for an application fee and acknowledge this fee is completely **non-refundable**.

NON-REFUNDABLE HOLDING FEE: I/We, the applicant are submitting herewith, the sum of \$ _____ as a good faith holding fee, in which transfers to a **non-refundable** administrative fee to be retained by Lessor in the event the application is approved. If the applicant fails or refuses, for any reason, to occupy the said apartment, or if the applicant does not cancel this application/ reservation within 24 hours of receiving approval, the Owner shall retain the said holding fee to cover losses due to holding said apartment off the market. Provided further, in the event this application is disapproved, this holding fee will be returned to the applicant.

APARTMENT DEPOSIT: I/We, the Applicant(s) are submitting the sum of \$ _____ in consideration for the Owners taking said apartment off the market until _____, in which is my move-in date. In the event I/We, the applicant(s) fail or refuse, for any reason to occupy the apartment, the owner shall retain the said apartment deposit for any loss of income due to the reserving of the mentioned apartment. I/We the applicant(s) accept the fact that an additional deposit may be required, after the application process is completed.

I/We have read and understand all the information contained in this Rental Application packet.

_____	_____
Applicant	Date
_____	_____
Applicant	Date
_____	_____
Agent,	Date

<u>Description</u>	<u>Initial Charge</u>	<u>Payment Amount</u>	<u>Date Received</u>	<u>Initials</u>	<u>Balance Owed</u>
Application Fee	_____	_____	_____	_____	_____
Administration Fee	_____	_____	_____	_____	_____
Prorated Rent	_____	_____	_____	_____	_____
Security Deposit	_____	_____	_____	_____	_____
Sure Deposit Bond	_____	_____	_____	_____	_____
Pet Fee	_____	_____	_____	_____	_____

Move In Date:	_____		Unit #	_____	
Monthly Rent:	_____		Special Offers:	_____	
Lease Term:	_____			_____	