

REALTY RENTS AND SALES LLC STATEMENT OF CRITERIA

REVISED 7/30/2019

Please review the following statement of qualifications. We provide equal housing opportunity needs. We do not, nor do we allow, discrimination based on race, color, religion, national origin, familial status, 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 will be refused or rejected until additional information needed is produced.
- A verifiable rental or mortgage history must be provided or additional deposits may be required and/or denial of the application. Landlords and mortgage holders must verify timeliness of rental payments, 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 or over must provide an application for approval.
- If you are single or married, total gross income must be 2.75 times the monthly rent amount. If you are applying with unrelated additional applicants (such as roommates) total gross income required will be 4 times the monthly rent.
- Government photo ID must be provided at time of application to verify person applying for approval is the actual person applying to avoid fraudulent applications.
- Credit grade (not score) from our screening company, screeningworks.com, must be favorable. Less favorable or poor credit grades will be considered with additional deposits payable at move in.
- National criminal background check will be conducted
- Nation eviction check will be conducted
- National social security number cross reference and blocked persons check will be conducted

Applications will be declined for the following reasons:

- Falsification, misrepresentation or omitting information, in general, on the application. If any falsifications, misrepresentations or omissions are found after the lease has been signed, the lease will be terminated.
- Applications will be denied for all felonies found guilty or adjudication withheld within last 7 years. Misdemeanors relating to drug charges, and/or violence against another person will be denied. All other misdemeanors will be reviewed individually based upon the security of the incident. If an arrest record 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.
- Open bankruptcy not discharged
- Poor credit and applicant refuses to pay additional deposits
- Evictions or foreclosures and applicants refuses to pay additional deposits
- Management is unable to verify rental 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 to vacate, failure to pay rent or insufficient funds checks, filed eviction (unless stipulation adhered to), reports of unsanitary housekeeping/living conditions, 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 or tenant was non-renewed.
- Management is unable to verify income

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

I have read the above statement of criteria and understand the application in its entirety.

Signature: _____ Date: _____



Signature: _____ Date: _____



APPLICANT #1 INFORMATION			
Applicant #1:			
_____	_____	_____	_____
Last Name	First Name	M.I	SS#
_____	_____	_____	_____
Date of Birth			
_____	_____	_____	
Cell Phone	Email Address	Drivers License #/Drivers License State	
_____	_____	_____	
_____	_____	_____	_____
Street Address	Unit #	City/State	Zip Code
_____	_____	_____	_____
_____	_____	_____	_____
Current Landlord/Mortgage Company	Contact Name/Phone Number	Monthly Rent	Dates of Occupancy
_____	_____	_____	_____
_____	_____	_____	_____
Previous Landlord/Mortgage Company	Contact Name/Phone Number	Monthly Rent	Dates of Occupancy
_____	_____	_____	_____
_____	_____	_____	_____
Current Employment/Position	Supervisor Name/Phone Number	Annual Salary/Hourly Wage	Dates of Employment
_____	_____	_____	_____
_____	_____	_____	_____
Previous Employment/Position	Supervisor Name/Phone Number	Annual Salary/Hourly Wage	Dates of Employment
_____	_____	_____	_____

APPLICANT #2 INFORMATION			
Applicant #2:			
_____	_____	_____	_____
Last Name	First Name	M.I	SS#
_____	_____	_____	_____
_____	_____		
Date of Birth			
_____	_____	_____	
Cell Phone	Email Address	Drivers License #/Drivers License State	
_____	_____	_____	
_____	_____	_____	_____
Street Address	Unit #	City/State	Zip Code
_____	_____	_____	_____
_____	_____	_____	_____
Current Landlord/Mortgage Company	Contact Name/Phone Number	Monthly Rent	Dates of Occupancy
_____	_____	_____	_____
_____	_____	_____	_____
Previous Landlord/Mortgage Company	Contact Name/Phone Number	Monthly Rent	Dates of Occupancy
_____	_____	_____	_____
_____	_____	_____	_____
Current Employment/Position	Supervisor Name/Phone Number	Annual Salary/Hourly Wage	Dates of Employment
_____	_____	_____	_____
_____	_____	_____	_____
Previous Employment/Position	Supervisor Name/Phone Number	Annual Salary/Hourly Wage	Dates of Employment
_____	_____	_____	_____

AUTOMOBILE INFORMATION		
_____	_____	_____
Vehicle #1 Year/Make/Model	Tag #	Registered To
_____	_____	_____
_____	_____	_____
Vehicle #2 Year/Make/Model	Tag #	Registered To
_____	_____	_____

PET INFORMATION (SOME ASSOCIATIONS AND/OR OWNERS DO NOT ALLOW PETS)		
Pet #1: Dog/Cat Breed: _____	Name: _____	Weight: _____
Pet #2: Dog/Cat Breed: _____	Name: _____	Weight: _____

OCCUPANTS UNDER THE AGE OF 18 YEARS OF AGE			
Occupant #1	Name: _____	Age: _____	Occupant #3
			Name: _____
Occupant #2	Name: _____	Age: _____	Occupant #4
			Name: _____

EMERGENCY CONTACT INFORMATION (THIS MUST BE COMPLETED)		
Name: _____	Phone: _____	Email: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Y/N

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? _____

Have you ever left a rental property oweing money? _____ If so, is it paid in full? _____

If yes, name and phone number of landlord to confirm payoff: _____

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 accounts, employment, evictions, criminal background and authorize 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. I/WE the applicant, has paid the management company a sum of \$_____ for an application fee and acknowledge this fee is completely **NON-REFUNDABLE**.

APARTMENT DEPOSIT: I/We, the applicant(s)are submitting the sum of \$_____, in consideration for the owners taking said property off the market until _____, in which is my move in date. In the event I/WE, do not cancel the application within 24 hours of receiving approval by the management company, refuse or fail,for any reason to to occupy the property, the owner shall retain said property deposit for any loss of income due to reserving of mentioned property. If the application is declined, said deposit will be immediately refunded. I/We, the applicants accept the fact that an additional deposit may be required, after the application process is completed.

I/We, the applicants, have read and understand all the information contained in this rental application packet.

Applicant #1

Applicant #2

Agent for Realty Rents and Sales LLC

Date

FOR OFFICE USE ONLY					
<u>Description</u>	<u>Initial Charge</u>	<u>Payment Amount</u>	<u>Date Received</u>	<u>Initials</u>	<u>Balance Owed</u>
Application Fee(s)	_____	_____	_____	_____	_____
Association Fee(s)	_____	_____	_____	_____	_____
Security Deposit	_____	_____	_____	_____	_____
Pet Fee	_____	_____	_____	_____	_____
Pet Deposit	_____	_____	_____	_____	_____
Move In Rent (prorated)	_____	_____	_____	_____	_____
Extra Deposit(1st time renter)	_____	_____	_____	_____	_____

Move In Date: _____			Property: _____		
Monthly Rent: _____			Special Offers: _____		
Lease Term: _____					