

Application Criteria

Address of Property: _____ Leasing Rep _____

Name: _____ H-Ph#: _____ W-Ph#: _____

- Fill out application form/make sure phone numbers are current and pay app fees
- Sign Application Criteria for (Applicant must initial)
- Take copies of Drivers' Licenses of all applicants over 18
- Get copy of social security card or social security papers
- 3 months' pay check stubs on all working applicants

***If self-employed we will need either of the following:

- 1099's
- 6 months' personal bank statements
- Last year's tax returns
- Profit/Loss statement from accountant
- LES if military

- SSI/Disability papers
- Child support papers if applicable
- Pet photo if applicable
- Fill in holding deposit amount on Application Criteria form
- Confirm move in date and write in on application form
- If any judgments, foreclosures, bankruptcies or tax liens in last 2 years we will need to appropriate paperwork.
- Sign and fill out Employment Verification form
- Sign Landlord Verification form

Deadline: _____ Date: _____ Time: _____

In order to secure the home, you must meet the 24hr deadline with items that are "circled". If this deadline is missed and another customer comes in after your deadline listed above, your application will go to an "open" status and you would be a back up to this property or would have to pick another property. We encourage you to get the information so we can process your application and get you happily moved in.

Application Criteria

Applicants must have a gross monthly verifiable, documented income per household equal to three times the amount of the rent. Verifiable rental history is required, no foreclosures and you cannot have an eviction. Prospects currently being evicted or previous evictions will not be accepted. We must be able to contact your previous landlords or mortgage companies. No more than 2 public records are permitted.

Apartment and loan numbers with phone numbers must be on the application. Without this information, we will not be able to qualify you for the home.

Move in date, rental amount and total move in cost (which is first month's rent and security deposit) is shown on rental sheet and is non-negotiable.

\$250.00 additional security deposit is required for each pet. There is a maximum of two small to medium outside pets. A photo of all pets is required on submission of your application. **(NO PIT BULLS ALLOWED** as well as other aggressive breeds that may be excluded in insurance coverage)

All properties are leased for one year unless otherwise specified.

When submitting your application, please provide copies of your driver's license, social security card and your most recent paycheck stub.

Please contact each of your listed references (landlords, employers, banks and your mortgage company etc.) and authorize them to release confirming information when contacted.

On occasion, we may request that you provide copies of certain documents to clarify information on your application. For example: military personnel will need to provide copies of their L.E.S., self-employed applicants need to provide the summary page of their last tax return. All applicants must provide us with copies of bankruptcies, judgements, SSI, child support, tax lien papers, and rental receipts if applicable.

Please provide us with the requested documents within 24 hours of our request. Delays will result in you missing your chosen property or a change in the availability date. All funds (deposits and rent) must be in the form of cashier's check or money order. We do not accept personal checks or cash. Upon qualifying, the first month's rent is required within 24hrs to secure the home.

AMOUNT \$ _____ **X** _____ (Initial)

Once you've chosen a home, it's been reserved for you. Changing a property is not permitted.

There is a non-refundable charge to process your application. All adults over the age of 18, living in the property, must complete an application form and pay the necessary fee.

\$45.00 per applicant (All persons 18 years old or older)

\$45.00 for a co-signer (used only in specific circumstances)

Co-Signer is liable under each term specified in all contracts.

This fee is used to pay for the credit report, processing fees, personnel wages and phones calls to verify your information.

Denials due to negative credit, rental history, etc. are non-refundable.

X _____ Date: _____
Signature

Rental Verification

Attached is the applicant's authorization to release the following information:

Name of Applicant: _____

Property lived at: _____

1. Has the above named resident always paid on time? _____
2. How many times were they late in the last 12 months? _____
3. What is/was the rent rate? _____
4. Are you aware of any evictions? _____
5. How long were they renting from you? _____
6. Would you rent to the above named applicants again? _____
7. Did they leave the property in good condition? _____
8. Did you receive a proper 30-day notice? _____
9. Person's full name verifying this? _____ title _____

Thank you in advance for your prompt response and cooperation.

I, _____, authorize

_____ to release information to
Management One.

Applicant _____ Date _____

Applicant _____ Date _____

Verified by: _____
Name Title

Please fax to:

Employment Verification

Date: _____

Attention: Personnel/Human Resources Department

A current employee with your company has applied for a rental property with us. In order to qualify their application, we must verify their employment.

Please verify the following information for:

Applicant _____

Please Circle One

1. Firm/Company Name _____ Yes / No
2. Employee's Title _____ Yes / No
3. Length of Time Employed _____ Yes / No
4. Full Time _____ Part Time _____ Yes / No
5. Their Monthly Gross Pay is \$ _____ Yes / No
6. Verified by: _____ Title: _____

Your assistance in faxing this information over immediately is greatly appreciated.

I, (We), _____, authorize
_____ to release this information

to Management One.

X _____ X _____
Applicant Date

X _____ X _____
Applicant Date

* Please fax back to: