

REALTY SELECT SERVICES, LLC

“Who You Select Is Everything”

RESIDENT /TENANT/ GUARANTOR APPLICANT RENTAL POLICY

Thank you for applying to be a resident for one of our managed properties. So let's get started.

We require the following for approval to reside in one of our rental properties.

(Providing false information on the application is grounds for denial)

Income:

- Applicant(s) (Tenant and/or Guarantor) combined income must be three (3) times the monthly rental amount.
- **Income amounts must be verified in writing, applicant may provide recent pay stub(s).**
- If applicant is self-employed, then the most recent tax returns, most recent checking account statements showing income deposits or statements from a CPA must be provided.
- All supplemental income (Social Security, Pension, Child Support/Alimony) must be verified in writing.

Rental / Mortgage History:

- Applicant must have 24 or more months verifiable rental/mortgage history during the past 3 years with no late payments/NSF during the past 12 months.
- Applicant must have no lease violations requiring legal notice.
- Applicant must not receive a “NO” answer to question “Would you re-rent?”
- If Applicant has rented from a private landlord the past twelve 12 months, then applicant must provide most recent canceled checks/money order receipts of rental payments.

Credit History:

- Applicant and/or Guarantor's credit history will be obtained from major credit bureau. Any negative information must be fully explained by tenant/guarantor to determine eligibility in our rental program. **Note: Any active bankruptcy will result in an automatic disqualification.**

Criminal History:

- A criminal records background check will be obtained on every applicant. Certain felony, adjudication withheld and serious misdemeanor reports may disqualify tenant.

Eviction/Broken lease:

- Applicant must not have been evicted or moved out without notice from any residence within the past five (5) years.

RENTAL FEE SCHEDULE

- Rental Application \$100.00 (per Tenant or Guarantor)
- Pet Fee \$150 non-refundable fee per pet (payable with lease signing)
- Lease Closing Fee \$100 (payable with lease signing)
- First Month's Rent (payable 7 days prior to move in)
- Security Deposit (payable at lease signing)

Please submit a copy of your Driver's License & Proof of Income

By signing this form, I am verifying that I have read this rental policy and rental application and agree with the terms in its entirety.

Applicant Signature

Print Name

Date

TENANT: Must complete Sections 1,2,3 and 4 below and sign on last page.

GUARANTOR: Must complete Section 1 and 4 below and sign on last page.

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TENANT / GUARANTOR RENTAL APPLICATION

- **Application Fee:** \$100.00 per each adult applicant (non-refundable). ALL ADULTS MUST COMPLETE AN APPLICATION. Your financial history, criminal history, rental history and past & present employment will be checked. Any false information will constitute grounds for rejection of application.
- **Lease Fee:** Varies per office
- **Holding Deposit:** 1st Month's Rent required to remove property from the rental market – see Disclosure Statement below.
- **Pet Fee:** \$150.00 non-refundable fee per pet. (must complete pet application attached).
Restricted dog breeds: German Shepherds, Dobermans, Pit Bull, Chows, Rottweiler or any aggressive breed or mix there of.
- All our properties are strictly NON-SMOKING properties.

PROPERTY ADDRESS: _____ DESIRED MOVE-IN DATE: _____

Section 1: TENANT INFORMATION: _____ GUARANTOR INFORMATION: _____ (check one)

NAME OF APPLICANT: _____ Date Of Birth: Mo: _____ Day: _____ Yr: _____

SOCIAL SECURITY#: _____ DRIVER'S LIC NO: _____ STATE: _____

PHONES: Cell: _____ Work: _____ Home: _____

EMAIL: _____

Present Address: _____ City: _____ State: _____ Zip: _____

LANDLORD: _____ TELEPHONE: _____ RENT \$ _____
Mark "own" if you are the property owner. (or mortgage)

EMPLOYER: _____ TELEPHONE: _____

HOW LONG? _____ POSITION: _____ INCOME: _____ wk/mo/yr

OTHER INCOME (child support, alimony, pensions, disability, financial assets). Explain: _____

Section 2: MUST BE COMPLETED BY TENANT/OCCUPANT ONLY:

Prior Address: _____ City _____ State _____ Zip _____

Landlord: _____ Telephone: _____ Rent \$ _____

OCCUPANTS VEHICLES:

Make/Model: _____ / _____ Year _____ Color _____ Tag# _____ State _____

Make/Model: _____ / _____ Year _____ Color _____ Tag# _____ State _____

Make/Model: _____ / _____ Year _____ Color _____ Tag# _____ State _____

OTHER OCCUPANTS I AFFIRM THE BELOW LIST INCLUDES ALL EXPECTED RESIDENTS OF THE PROPERTY.
LIST NAME, RELATIONSHIP AND DATE OF BIRTH FOR EACH

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OTHER OCCUPANTS: I AFFIRM THE BELOW LIST INCLUDES ALL EXPECTED RESIDENTS OF THE PROPERTY. LIST NAME, RELATIONSHIP, AND AGE OF OCCUPANT (Anyone 18 years or older must be an applicant and complete the rental application)

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Pets: Pictures must be submitted for all pets. We reserve the right to deny tenancy based on breed restrictions. A TENANT FOUND TO HAVE A NON-DISCLOSED PET IS GROUNDS FOR EVICTION AND FORFEITURE OF ALL DEPOSITS (this included any off spring). TENANT ACCEPTS FULL FINANCIAL RESPONSIBILITY FOR ANY AND ALL DAMAGES CAUSED BY PETS. All shots must be current. A non-refundable pet fee is required per pet. Number of

Pets: _____

Type: (dog, cat, bird etc.)

Type: _____ Breed _____ Name _____ Color _____

Type: _____ Breed _____ Name _____ Color _____

Type: _____ Breed _____ Name _____ Color _____

Type: _____ Breed _____ Name _____ Color _____

Section 3: ADDITIONAL INFORMATION (must be completed by tenant/occupant only)

Reason for leaving present residence: _____

Have you ever been evicted or an eviction filed against you? _____

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? Yes No If yes, explain: _____

Filed bankruptcy? _____ If yes, when: _____

Bankruptcy: Discharged: Dismissed: Active: (check one)

Emergency Contact Name: _____ Telephone: _____

Address: _____ City: _____ St: _____ Zip: _____

Section 4: MUST BE COMPLETED and SIGNED BY TENANT and/or GUARANTOR

How were you referred to us? _____

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DISCLOSURES

Realty Select Services, LLC. is the listing and rental agent that represents the Owner in this transaction and the undersigned further certifies that this notice was received prior to entering into any lease agreement.

HOLDING DEPOSIT AGREEMENT – Applicant agrees to pay a Holding Deposit (if requested, as a condition for approval, by certified funds) in consideration for taking the dwelling off the market. If the applicant is approved by Landlord and/or Management and the lease is entered into, the “HOLDING DEPOSIT” shall be applied toward the first month’s rent payment. If applicant is approved, but fails to enter into the lease within 3 days of verbal/or written approval, the FULL “HOLDING DEPOSIT” shall be forfeited to the Landlord or Management, in addition to any penalties as provided in the lease.

Radon Gas: Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in this State. Additional information regarding radon and radon testing may be obtained from your County Public Health Unit.

The undersigned applicant hereby consents to allow Realty Select Services, LLC, itself or through its designated agents or employees, to obtain a consumer report and criminal record information on me and to obtain and verify my financial and employment information for the purpose of determining whether to lease a property to me. I also agree and understand that owner, its agents, and employees may obtain additional consumer reports on me in the future to update or review my account. Upon my request, owner will tell me whether consumer reports were requested and the names and addresses of any consumer-reporting agency that provided such reports.

Tenant will **NOT** be accepted on “a first-come, first-served basis”. The terms of Realty Select Services, LLC (Broker) with Owner requires Broker to screen prospective tenants based on the applicant’s qualifications and the Owner’s needs.

I declare the foregoing information is true and correct.

Applicant Signature

Date

Guarantor Signature (if required)

Date

AGENT: _____ APPROVAL / DENIED

PER: OWNER / AGENT/MGR