



RESIDENT SELECTION FORM AND CHARGES

1. Adult applicants over the age of 18 including and limited to guarantor(s) must submit a fully completed, dated, and signed rental application along with the **non-refundable application fee of \$45.00** per adult applicant. Applicants may be required to be approved by a condo/homeowner's association in which case an additional application fee, security deposit, or damage deposit may be required. Application fees, deposits, and all move-in fees must be remitted in the form of money orders or certified funds. **(CASH NOT ACCEPTED).**

2. **Valid current photo ID** documentation in the form of a driver's license, passport, military ID, or State ID is required.

3. Applicants must have a **combined gross income of at least three times the monthly rent.**

Income must be verified in writing. We reserve the right to require a co-signer. A minimum of two years residential history is required.

4. **Previous rental history** reports from landlords must reflect timely payment, sufficient notice of intent to vacate, **no complaints** regarding noise, disturbances, or illegal activities, no unpaid NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination.

5. One year (12 months) or more of **verifiable work history** required. In the case of a transfer outside the area, a letter of transfer on company letterhead is required as confirmation.

6. **All sources of other income must be verifiable** if needed to qualify for a rental unit. This includes Disability Assistance.

7. Non-employed individuals must provide proof of income. Self-employed applicants are required to produce upon request 2 years of signed tax returns or 1099s and three (3) months bank statements.

8. **Credit history** and or civil court records must not contain slow pays, judgments, eviction filing, collections, liens, or bankruptcy **within the past 3 years.**

9. We reserve the right to require a higher security deposit and or additional prepaid rent.

10. **Criminal records** must contain no convictions for felonies or drug use within the past seven years and no sexual offenses ever. In the event a record comes back "adjudication withheld" further documentation may be required and applicant may be denied on this basis.

11. Pets may be permitted with specific written permission in the lease document or an addendum to lease, a non-refundable pet fee acceptable to landlord and/or an additional pet deposit or additional security deposit. Fees and deposits are waived for medically necessary pets.

12. Tenants are not allowed to conduct any home businesses that violates any local, city, county, state, or federal laws. ESTATE BROKERS policy is to not accept an applicant with a Day Care Business.

13. At the end of your lease term TENANT agrees to have the carpeting cleaned professionally upon move-out or will incur a minimum carpet cleaning charge to be deducted from the security deposit in the amount of \$145.00. In the event all keys, access gate passes, or community keys are not returned upon move-out, there will be a minimum charge to be deducted from the security deposit in the amount of \$100.00 per item. In addition to any cleaning charges or any other charges due under the terms of this lease, TENANT agrees to a mandatory minimum unit cleaning charge to be deducted from the security deposit in the amount of \$145.00. Resident(s) shall still be liable for amounts for damages, cleaning, re- keying, etc. that exceed the mandatory minimum fees.

14. The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.

15. Lead base paint disclosure has been given if the property was built prior to 1978.

16. Any exceptions to our company's criteria will need to be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is then given for such exceptions, additional security, cosigners, and/or additional advance rent payments may be required.

17. **Holding Deposit.** We require a holding or good faith deposit to be collected to hold a property off the market. In the event the application is pre-approved, a holding Deposit is received and applicant fails to provided supporting documentation within 7 days or enter into a lease, the applicant shall forfeit the Holding Deposit. In the event the application is pre-approved, the Holding Deposit received and documentation received, the Holding Deposit shall be applied to the required Security Deposit with the exception of a **\$50.00 non-refundable fee which will be applied to the filming or pictures of the property. Balance of Holding Deposit will become tenants' Security Deposit.**

18. Our company policy is to report all compliances and non-compliances with terms of your rental agreement such as failure to pay rent or any amounts owed to the credit bureau.

I hereby affirm that I have read the application, lease agreement, and addenda. I understand all the terms and charges.

Applicant _____ Applicant _____ Dated _____