

Advanced Property Management LLC

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APPLICATION SCREENING POLICIES

- We offer application forms to everyone who inquires about the rental
- We review completed applications in the order in which we receive them.
- We may need up to two business days to verify information an application
- Application fees are NON-Refundable

Complete Application

- Unless joint applicants are married, each must submit an individual application.
- Pay the applicable non-refundable screening fee of \$50 per applicant and per co-signer.
- We will not review incomplete applications.
- We will accept the first qualified applicant(s).
- We require that every individual living in the home age 18 and over fill out an application and be screened.

Identification

- Applicants must show two pieces of identification. One must have a photograph.

Prior Rental History

- Rental history of five years must be verifiable from unbiased/unrelated sources.
- Applicants must provide us with the information necessary to contact past landlords. We reserve the right to deny any application if, after making a good faith effort, we are unable to verify prior rental history.
- Exceptions may be made for applicants with qualified co-signers and/or increased deposits/payments.
- Applicants must not have any prior rental evictions within the past 5 years.

Sufficient Income/Resources

- Net household income shall be at least 3 times the rent excluding utilities.
- Income/resources must be verifiable through pay stubs, employer contact, current tax records and/or bank statements.
- Verifiable employment of one year.
- Debt to income ratio in excess of 30% may result in denial of application.

Credit/Criminal/Public Records Check

- A credit check and criminal/public records check will be performed.
- Negative reports may result in denial of application
- A conviction for any felony, or any misdemeanor involving theft, dishonesty, assault, intimidation, drug-related, sexual related or weapons charges within the past 10 years shall be grounds for denial of the rental application.

If your application is denied due to unfavorable information received on the Background Investigation, you may: 1) Contact the credit reporting agency to identify who is reporting unfavorable information. 2) Correct any incorrect information through the credit-reporting agency as per their policy. 3) Request the credit-reporting agency submit a corrected credit check to screening company. 4) Upon receipt of corrected and satisfactory information, your application will be re-evaluated for the next available unit.

Be Advised: 1) Incomplete, inaccurate or falsified information will be grounds for denial. 2) Any applicant currently using illegal drugs or reporting a conviction by any court of competent jurisdiction for illegal manufacture or distribution of a controlled substance shall be denied. 3) An individual whose tenancy may constitute a direct threat to the health and safety of an individual, or whose tenancy may pose a threat to the community, or the property of others, will be denied.

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Application To Rent

Owner to Complete:

Property Address: _____

Monthly Rent: \$ _____ Amount of Deposits: \$ _____ Amount of Fees: \$ _____

of Units Available: _____ Applicant No. _____ Date: ____/____/____ Time: _____ a.m. p.m.

Examined picture identification Yes No Type of identification _____

PERSONAL INFORMATION

Applicant: _____ Telephone () _____ - _____

First Middle Last Cell () _____ - _____
S.S. # _____ Birth Date ____/____/____ Driver's License, State and #: _____

E-Mail Address _____

Co-Applicant: _____ Telephone () _____ - _____

First Middle Last Cell () _____ - _____
S.S. # _____ Birth Date ____/____/____ Driver's License, State and #: _____

E-Mail Address _____

1) Current Address: _____ City _____ State _____ Zip _____

Since: ____/____/____ Why are you moving? _____

Current Landlord: _____ Rent Amount \$ _____ Telephone () _____ - _____

2) Previous Address: _____ City _____ State _____ Zip _____

From ____/____/____ to ____/____/____ Why did you move? _____

Previous Landlord: _____ Telephone () _____ - _____

3) Previous Address: _____ City _____ State _____ Zip _____

From ____/____/____ to ____/____/____ Why did you move? _____

Previous Landlord: _____ Telephone () _____ - _____

Have you ever: Been Evicted? Yes No Been sued by Landlord? Yes No Filed Bankruptcy? Yes No

Been convicted, pleaded guilty, or no contest to a crime? Yes No If Yes to any of these, please explain _____

EMPLOYMENT/INCOME

1) Applicant's Employer: _____ How Long? _____

Supervisor: _____ Telephone () _____ - _____

Job Title: _____ Take home pay (per month): \$ _____ Full-time Part-time

2) Previous Employer: _____ How Long? _____

Supervisor: _____ Telephone () _____ - _____

Job Title: _____ Take home pay (per month): \$ _____ Full-time Part-time

3) Spouse's Employer: _____ How Long? _____

Supervisor: _____ Telephone () _____ - _____

Job Title: _____ Take home pay (per month): \$ _____ Full-time Part-time

4) Previous Employer: _____ How Long? _____

Supervisor: _____ Telephone () _____ - _____

Job Title: _____ Take home pay (per month): \$ _____ Full-time Part-time

Other Income (per month) \$ _____ Source: _____ Telephone () _____ - _____

Other Income (per month) \$ _____ Source: _____ Telephone () _____ - _____

Are you receiving rental assistance? Yes No If yes, what source? _____

PERSONAL REFERENCES

- 1) Next of Kin: _____ Telephone () _____ - _____
Name Address Relationship
- 2) Emergency Contact: _____ Telephone () _____ - _____

PERSONAL PROPERTY

- 1) Automobile: Make _____ Model _____ Year _____ License # _____ State _____
- 2) Automobile: Make _____ Model _____ Year _____ License # _____ State _____
- 3) Other Vehicles/Boats _____ Model _____ Year _____ License # _____ State _____

Do you own the following: Piano/Organ Yes No Water-filled furniture Yes No Fish Tank or Aquarium Yes No
Trampoline Yes No

Animals? Yes No

Cat Dog Other If so, what _____ Size _____ Weight _____ Has this animal ever injured anyone or damaged anything?
Yes No

Cat Dog Other If so, what _____ Size _____ Weight _____ Has this animal ever injured anyone or damaged anything?
Yes No

Cat Dog Other If so, what _____ Size _____ Weight _____ Has this animal ever injured anyone or damaged anything?
Yes No

APPLICANT'S COMMENTS & EXPLANATION:**MEMBERS OF HOUSEHOLD**

For purposes of identification only, please list names and either ages or dates of birth of other persons to occupy units:

APPLICANT SCREENING CHARGE DISCLOSURE(S)

- Owner/Agent may obtain a tenant screening or credit report which generally consists of:
 - 1) Credit history including credit standing:
 - 2) Public records, including but not limited to judgments, liens, evictions and status of collection accounts:
 - 3) Information verification's
 - 4) Current obligations and credit ratings; and
 - 5) Criminal records

- Owner/Agent is requiring payment of an Applicant Screening Charge \$50.00 none of which is refundable unless the Owner/Agent does not screen the applicant. Application valid for up to 30 days from date of receipt by Owner/Agent.

I understand I have the right to dispute the accuracy of any information provided to the Owner/Agent by a screening service or credit reporting agency. I am aware that an incomplete application may cause delays or result in denial of tenancy. I certify the above information is correct and complete and hereby authorize you to make any inquiries you feel necessary to evaluate my tenancy and credit standing (including, but not limited to credit checks). If Owner/Agent is requiring payment of an applicant screening charge, applicant acknowledges receiving a copy of or reading Owner/Agent's Screening Guidelines.

Applicant

Date

Applicant

Date



Equal Opportunity Housing