

Application Process & Qualification Standards

Thank you for your interest in renting one of our homes! Below is a detailed explanation of our application process as well as our standards for qualification.

Application

Each person over the age of 18 who will be living in the home must complete and submit a separate application and a non-refundable processing fee. Applicants may be required to be approved by a condo/homeowner's association and may have to pay an additional application fee. In order to qualify, each person must meet or exceed the minimum standards for qualification. Incomplete applications will not be processed. Applications containing false or misleading information will immediately be disqualified. Please expect 1-3 days for the application process. Processing the Application will include direct contact with employers, current landlord, previous landlords, friends, personal and professional references, law enforcement agencies, government agencies, consumer reporting agencies, public records, eviction records, and any other sources that may be deemed necessary. A consumer report will be used in the processing of all applications. Should the Applicant be denied or face other adverse action based on information received in the consumer report, the Applicant has a right to obtain a free copy of the consumer report, and to dispute the accuracy of the information it contains by contacting: TransUnion SmartMove Customer Service: 1-866-775-0961 Address: 6430 S. 6430 S. Fiddler's Green Circle Suite #500 Greenwood Village, CO 80111.

Deposit to Hold

After approval, if tenant will not be taking occupancy within 24 hours, a non-refundable Deposit to Hold in the amount equal to one month's rent will be required within 24 hours to hold the property until a mutually agreed upon move-in date. The maximum amount of time a rental will be held is 14 days. After all move-in requirements have been met and a lease for the property completed, the Deposit to Hold will transfer to the security deposit to be held throughout the tenant's entire tenancy. If the Prospective Tenant fails to provide the Deposit to Hold within 24 hours of approval, the home will be offered to the next qualified applicant. Should the Applicant elect to pay the Deposit to Hold with their application (prior to processing), the Deposit to Hold will be refunded in full within 14 days if they fail to qualify.

Move-in Requirements

After approval and before occupancy will be granted, Prospective Tenant must supply all the required move-in funds, including the security deposit, first month's rent, and any other additional deposits and fees, all tenant paid utilities must be transferred into Prospective Tenant's name, and a lease must be executed and signed by all parties.

Qualification Standards: *(Applicants who do not meet the minimum standards will not be approved.)*

- 1) Applicant must have current photo identification and a valid social security number.
- 2) Applicant's combined gross monthly income must be at least two times the combined monthly expenses (including proposed rent, current mortgages, car loans, credit card payments, alimony, child support, etc.) All income must be from a verifiable source. Pay-stubs and W2's will be required to document income. Unverifiable income will not be considered. We reserve the right to require a co-signer. 3) Self-employed applicants may be required to produce upon request 2 years of income tax returns or 1099s and non-employed individuals must provide verifiable proof of income.
- 4) Applicants must receive positive references from all previous landlords reflecting timely payment, sufficient notice of intent to vacate, no complaints regarding noise, for the previous 5 years.
- 5) Credit scores below 620 require an additional security deposit. Credit history and Civil court records must not contain slow pays, judgements, eviction filing, collections, liens or bankruptcy within the past 5 years.
- 6) Criminal records must contain no convictions for felonies or crimes within the past 7 years involving violence against persons, damage or destruction of property, firearms, manufacture or distribution of controlled substances and no sexual offences ever. In the event a record comes back "adjunction withheld", "nolle prose", or "adjudication deferred", further documentation may be required and applicant may be denied on this basis.
- 7) A background check will be conducted on all applicants over 18. Applicant's background must exhibit a pattern of responsibility.
- 8) Applicant must be a non-smoker. Smoking is not allowed in any of our properties.
- 9) No pets (with the exception on medically necessary pets for the benefit of the occupant(s)) of any kind are permitted without specific written permission of the landlord in the lease document or addendum to the lease. Additional security deposit and/or a non-refundable pet fee may be required. Pet fees and deposits are waived for medically necessary pets.
- 10) The number of occupants must be in compliance with HUD standards/guidelines for the applied unit.

Failure to provide accurate and complete information may result in an inability to verify references and rental history, and declination of your application to lease. Your application is not considered complete without requested contact information and documentation. Any exceptions to our company's criteria must be submitted in writing to Asset Management Real Estate for presentation to the property owner for consideration if applicant fails to meet any one of the above requirements. If approval is given for such exceptions additional security deposit, co-signer (guarantor) and/or additional advance rent payments may be required. In the event of multiple applicants, tenancy will be granted to the most qualified, based on the above criteria.



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