

## **Before You Apply**

We are so delighted that you are interested in applying for a rental home with Maxim Realty Property Management. Before you apply, please take a few moments to review the information below to ensure that you understand our requirements, the fees involved, how the application process works, and what you will need to make the process quick and easy!

If you like the property you are applying for and would like your application to be seriously considered, please follow the instructions very carefully. Many applications are denied due to being incomplete and applicants failing to upload all required documents as per the instructions.

Please be prepared to pay the \$75.00 application fee as outlined in the property listing. Every adult over the age of 18 that will be residing at the property will need to submit an application. **THE APPLICATION FEE IS NON-REFUNDABLE** once your application has been processed.

Make sure you fill out the application completely. Please do not leave anything blank. If it doesn't apply to you, mark box N/A. To complete the rental application, you must be prepared to provide 3 years of residential history as well as correct contact information for your rental references.

### **QUALIFICATIONS FOR RENTAL APPLICATIONS:**

- Applicants must physically see the property in person (no facetime, 360 videos, photos, digital anything, etc.)
- Minimum FICO score of 600 or higher  
(If your credit is lower you may still be approved with a higher deposit)
- No evictions on your record.
- No rental collections on your record.
- Income must be at least 3 times the monthly rent.
- No Bankruptcy within the last 2 years.

In addition to submitting the rental application, you will also be required to upload the following documents below per applicant. Documents must be uploaded in PDF format (NO SCREENSHOTS WILL BE ACCEPTED):

1. Photo color copy of State issued Driver's License or photo ID or Government issued ID.
2. Photo color copy of social security card.
3. Proof of Income: 30 days' worth of Pay-stubs (PDF format). If you are self-employed you will need to provide the last two years tax returns (PDF format).
4. Last two complete bank statements (all accounts (checking, savings, etc.) and all pages in PDF format). Your bank statements must reflect the income you are claiming to earn (the only thing that you can white out is the account number)
5. Pet photo (if applicable)

**\*\*\*PLEASE NOTE\*\*\* ANY APPLICATION MISSING ANY OF THE REQUIRED DOCUMENTS MAY RESULT IN YOUR APPLICATION NOT BE PROCESSED AND/OR WILL RESULT IN YOUR RENTAL APPLICATION BEING DENIED.**

Any false, misleading, or omission of pertinent information will be grounds for denial. If your credit or rental history isn't perfect, you may still be approved, but you may be required to pay an additional security deposit and you may not qualify for move-in specials if any. Please allow 2 to 3 business days to process the application once all documentation has been received. Any delay in processing is usually due to non-verifiable information such as not being able to reach your current or previous landlord or income verification. We will contact you by phone or email once the application results are in.

**PLEASE NOTE:** If approved, you will be required to remit a holding FEE of \$500.00 in certified funds (money order or cashier's check) plus a \$125.00 NON-REFUNDABLE Administration Fee within 48 hours of approval. The holding Fee will be credited to you upon move-in. Once approved and the holding Fee has been paid, the property is taken off the market and reserved for you. At this point, if for any reason you cancel or change your mind about moving in, the holding Fee will be forfeited. NO EXCEPTIONS.

**SIGNING THE LEASE AGREEMENT:** Once you have deposited your holding fee and the administration fee, you will receive an email containing the lease agreement documents within a few business days. You will be required to sign all the lease agreement documentation as soon as possible either in person or electronically if you like, this way on the day of taking possession of the property, all you will need to do is pay your move in funds and pick up keys and you'll be on your way!

**RENTERS INSURANCE:** One of the requirements of the lease agreement is that you must obtain renters insurance and personal liability insurance of at least \$100,000.00 (per occurrence) or \$300,000.00 (depending on the property). You will need to provide proof of personal liability insurance prior to taking possession of the property. As a Tenant you will be required to maintain personal liability insurance throughout your tenancy in the event of unforeseen damage caused by you to the property or building (fire, flooding, etc.). The most common way to do this is with a renter's insurance policy.

Good luck on your Rental Application and we look forward to getting you approved!