

## **RENTAL APPLICATION INFORMATION**

**\*\*BEFORE APPLYING!\*\***

**Application fee: \$75.00**

Prior to applying, call the office at (904) 598-1557 to confirm the home you are applying for is still available.

**Application fees are nonrefundable.**

**Pet Screening:** Before you begin the rental application below, all applicants are required to go through our third-party service to review our policies in regards to pet owners, non-pet owners, and those with assistance animals. If you do not have a pet there is no charge to complete this part of the screening. If you have an assistance animal there is no charge to complete this part of the screening but be prepared to upload necessary documentation for the animal. If you have a regular pet; it is \$25 to register your first pet and \$20 for any additional pets. Click the link below to get started and when completed return to this page and start the application.

<https://compasspmg.petscreening.com/>

Any funds owed to a previous landlord or evictions are grounds for immediate rejection of the application.

Do not combine applications. If there is more than one person applying you must complete one application, and then re-enter the program and submit any additional applications.

Any false information provided will be grounds for rejection of the application.

### ***Who Needs an Application?***

Applications cost \$75.00 per adult aged 18 and older who will be residing in the home. This includes spouses, parents, siblings, financially responsible children, etc. Not providing an application for all adults will cause any applications already submitted to be cancelled and considered null and void, unless the remainder of the required applications are submitted within 24 hours of the first application submission.

### ***How Long Will It Take to Process My Application?***

Application processing can take between 3 to 5 business days. This timeline is dependent upon the submission of a complete application. This timeline also depends on receiving rental verifications from your previous landlords.

The only way to expedite this process is to ensure your application is complete when you submit it and to make sure your current and previous landlords are aware someone will be contacting them for your rental history.

### ***How Much Does It Cost to Move-In?***

1. Application Fee \$75.00 (Per Person over the age of 18 years old)
2. Holding/ Security Deposit
3. Administration Fee \$175.00
4. Pro-Rated Rent
5. Pet Application on PetScreening \$25 for 1, \$20 for each pet after (If applicable)
5. Non-Refundable Pet \$200.00 For 1 Pet; \$100.00 for each additional pet (If applicable)
6. Pet Rent \$20.00 for 1 Pet per month; \$10.00 per month for each additional pet (If applicable)
7. Any Homeowners/Condominium Association fees or charges (If applicable)

\*\*\*Personal checks are not accepted for move-in funds. Move-in funds must be paid with certified funds i.e. cashier's check or money order. \*\*\*

### ***Deposit Requirements:***

\*We do not accept deposits on homes that have not been viewed by the applicant(s)\*

The holding deposit will secure the property. Applying does not secure the property. If another party places a deposit, the property will be held for them until either they move into the home, or their application is denied. Applications are first come first serve; the first set of applicants have the right to deposit first. Once submitted, the first applicants have 24 hours to submit a deposit before the next set of applicants can bring in a deposit. If our company does not receive all necessary paperwork within 48 hours of receiving the holding deposit, said deposit will be forfeited and the property will be placed back on the rental market.

We reserve the right to require an additional deposit and/or additional prepaid rent based on application factors. Any deposits must be paid with certified funds i.e. cashier's check or money order. By submitting a deposit, the applicant is making a commitment to rent the property they applied for. If the applicant retracts this application for any reason, said deposit is forfeited and is not eligible to be refunded. If the application is denied the deposit is returned to you in full.

### ***Completed Application:***

An application will not be processed until considered completed. To be considered completed the following must be provided to us: applications for all adults, application fees paid in full for all applicants, proof of income for all applicants, copies of IDs for all applicants, and all information filled in on the application(s) including signature. Without contact for additional arrangements, incomplete applications will be cancelled and considered null and void after 48 business hours.

### ***Co-Applicants:***

Any notice we give to any applicant is considered notice to all co-applicants and any notice from any co-applicant is considered notice from all co-applicants.

Applications from co-applicants are considered one application. If an application is denied due to a factor of one co-applicants application, then all other co-applicants' application(s) is/are denied. You cannot decide to rent the home without your co-applicant once the application is denied due to an issue with another's application.

***Co-Signers/Guarantors:***

If applying with a co-signer/guarantor, the co-signer/guarantor is at the discretion of the broker of Compass PMG and the owner of the property. Co-signers/guarantors must be local.

***Credit Requirements:***

A credit report will be completed on all applicants to verify credit ratings. Income plus verified credit history will be entered into a credit scoring model to determine rental eligibility and security deposit levels. Your rental application may be declined due to the negative public record and/or multiple collections that have not been satisfied. We will request a credit report on all applicants to verify creditworthiness. Credit checks are currently run through the following credit bureau: Experian.

***Income Requirements:***

We require that the combined net income (after taxes) of the household be three times the market rent. A debt-to-income analysis is performed with the estimated debt amount determined by our credit report taken into account to establish if you can afford the rent. We require documentation to verify your income.

This can be provided in the form of paystubs, bank statements, government support letters, retirement letters, letters of employment etc. We reserve the right to require a specific form of documentation based upon your income. If you are unable to provide any of the above documents, please call the office to discuss if we can verify your income prior to submitting your application.

If you are transferring or moving from another area you will need to acquire local or remote employment prior to submitting this application. If you are unemployed and do not have another method besides “I will be getting a job” to prove employment, you do not meet our application requirements.

We reserve the right to require a co-signer based upon income.

***Background Investigation Requirements:***

Any criminal history found will require further investigation, which can cause a delay of the application process, and applicant can be denied on this basis. Criminal records must contain no convictions for felonies within the past 7 years involving the illegal manufacture or distribution of controlled or illegal substances. For other felony convictions, we will conduct individualized assessments that take into account mitigating factors, such as facts & circumstances surrounding the criminal conduct, age at time of conduct, evidence of good tenancy before and after conduct, nature & severity of conviction and the amount of time that has passed since the conviction. Criminal history which indicates that an applicant’s tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy could result in substantial physical damage to the property of the owner or others may result in rejection of the application.

***Rental History Requirements:***

Any funds owed to previous landlords or evictions are grounds for a rejection of the application. Rental history must reflect payments made in a timely manner, required notice to vacate provided, completion of lease terms, no complaints of any kind, no unpaid NSF checks, no reports of damage to the unit, and unit left in good condition. Any negative rental history could be grounds for a rejection of the application. You must be in good

standing with all previous landlords.

***Social Security Number:***

Please be sure that your social security number is input correctly. If input incorrectly, the application will be cancelled and considered null and void. In this event, a new application will have to be submitted and application fees will have to be paid again.

***Liability Insurance:***

All residents are required to have liability insurance with a minimum of \$100,000 liability coverage with Compass PMG as an additional insured. The policy must be provided to Compass PMG prior to move-in.

Failure to provide proof of renters insurance or cancelling insurance will result in auto-enrollment in Roost's The Liability to Landlord Insurance Program. You will be charged \$12.50 per month for this program due on the first of the month. This program does not cover your belongings and only protects the owner and their assets.

***Smoking Policy:***

All of our properties are strictly NON-SMOKING. A \$1000 decontamination fee will apply to the security deposit upon move-out if smoke odor and/or damage present.

***Pet Policy:***

No pets of any kind are permitted on the property without specific written permission of the landlord. Pet applications must be included in the completed application along with pictures of animal. Absolutely NO aggressive breeds will be accepted including, but not limited to the following: German Shepherds, Doberman Pinscher's, Pit Bull's (American Pit Bull Terrier, American Staffordshire Terrier, Staffordshire Terrier, and American Bulldog, etc.), Chow's, Rottweiler's, Akita's, Alaskan Malamute's, Presa Canario's, Cane Corso, Mastiffs, Staffordshire Bull Terrier's, Any Wolf-Hybrid, or any mix of these breeds. All applicants are required to go through our third-party service to review our policies in regards to pet owners, nonpet owners, and those with assistance animals. If you do not have a pet there is no charge to complete this part of the screening. If you have an assistance animal there is no charge to complete this part of the screening but be prepared to upload necessary documentation for the animal. If you have a regular pet; it is \$25 to register your first pet and \$20 for any additional pets. Click the link below to get started and when completed return to this page and start the application.

***Liquid Furniture:***

Liquid furniture is only accepted if the home is structurally safe for weight of said furniture. The applicant must provide proof of insurance naming the owner and property manager as beneficiary of any claim paid. Applicant will be 100% responsible for 100% of any repairs and or replacements required due to malfunction or abuse of liquid furniture.

***Occupancy Allowances:***

Number of occupants must follow the HUD guidelines for unit applying for.

- 1 Bedroom Unit- No more than 2 people may occupy
- 2 Bedroom Unit- No more than 4 people may occupy
- 3 Bedroom Unit- No more than 6 people may occupy
- 4 Bedroom Unit- No more than 8 people may occupy

***Failure to Sign Lease After Approval:***

Unless otherwise agreed upon in writing, all applicants of property must sign lease and occupy premises within 14 days of approval (approval may be written or by phone). If any applicant fails to sign as required, we may keep the security deposit as liquidated damages, and terminate all further obligation under this Agreement.

***Non-Approval:***

We will notify you of your application status within 3-5 business days of the date we receive a completed application unless other circumstances out of our hands prevent review. Notification will be by mail. An Adverse Action Letter will be mailed to the current address listed on the application. If any applicant is denied, we will refund the holding deposit. Refund checks will be made payable to all co-applicants and mailed to one applicant.

By submitting your application, you are agreeing to receive decisions regarding your application via e-mail.

Application fee: \$75.00

By executing this agreement, Applicant agrees that Landlord and/or Management and/or a third-party service hired by Landlord and/or Management may send non-commercial text messages to Applicant's cell phone or mobile device before and/or during any tenancy. Examples of text messages include but are not limited to rent due reminders and inspection notices. Applicant agrees to follow Landlord's and/or Management's prescribed means of communication to Landlord and/or Management as set forth in the lease or any other documents and texting shall not be substituted by Applicant or Tenant for the prescribed means of communication to Landlord and/or Management. Landlord and/or Management shall not provide Applicant's or Tenant's cell phone number to any third-party for the purpose of marketing any goods or services.

***Please include all required documentation:***

- Photo ID
- Proof of income: One month of paystubs, three months of bank deposit statements, two years of tax documents, and/or an offer letter.

## **RENTAL APPLICATION**

Property Address: \_\_\_\_\_ Desired Move-in Date: \_\_\_\_\_

**\$75 Application Fee per Applicant. Fees are non-refundable.**

### **GENERAL INFORMATION**

Applicants Full Name \_\_\_\_\_ Soc. Security # \_\_\_\_\_

Driver's License # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Names of Dependents & Birthdates: \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact Name & Number \_\_\_\_\_

### **RESIDENT HISTORY**

Current Residence \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Date From \_\_\_\_\_ Date To \_\_\_\_\_ Rent/Mtg. Amt. \_\_\_\_\_

Owner/Agent \_\_\_\_\_ Phone Number \_\_\_\_\_

Reason for Moving \_\_\_\_\_

Previous Residence \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Date From \_\_\_\_\_ Date To \_\_\_\_\_ Rent/Mtg. Amt. \_\_\_\_\_

Owner/Agent \_\_\_\_\_ Phone Number \_\_\_\_\_

### **EMPLOYMENT HISTORY**

Employer \_\_\_\_\_ Address \_\_\_\_\_

Title \_\_\_\_\_ Date From \_\_\_\_\_ Date To \_\_\_\_\_

Human Resources Contact \_\_\_\_\_ Phone # \_\_\_\_\_

Monthly Salary \_\_\_\_\_

## HAVE YOU EVER:

Have you ever filed for bankruptcy? \_\_\_\_\_

Have you ever been evicted or left owing money to a landlord? \_\_\_\_\_

Have you ever refused to pay rent? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

Do you have any water-filled furniture? If so, please attach documentation of insurance. \_\_\_\_\_

Will there be any smokers living in the residence? \_\_\_\_\_

Are you active military? \_\_\_\_\_

There is a PetScreening that must be completed if you have a pet or support animal. If not completed, we cannot screen your application. Have you completed the PetScreening application? \_\_\_\_\_

Did you have a Realtor involved with your showing? If so, please provide their name, contact information, and brokerage. \_\_\_\_\_

Lessee responsible for viewing premises to verify before lease signing. Please confirm you have viewed the home or scheduled a showing prior to submitting this application. \_\_\_\_\_

Do you understand and agree that by submitting this application, along with a deposit, you are making a commitment to rent this home? If you retract this application for ANY reason, said deposit will be forfeited and will not be eligible to be refunded. \_\_\_\_\_

**\*A \$1000 decontamination fee will apply to the security deposit upon move-out if smoke odor and/or damage present**

## **Terms of Agreement**

The following Application Agreement will be signed by all applicants prior to signing a lease contract. While some of the information below may not yet be applicable to your situation, there are some provisions that may become applicable before signing a lease contract. In order to continue with this application, you'll need to review the Application Agreement carefully and acknowledge that you accept its terms.

1. Applicant has thoroughly read through the application instructions and agrees to all terms included in the application instructions.
2. The application fee is non-refundable. This fee covers the costs of screening applicants only. If approved, you will be responsible for paying an additional \$175 administration fee per property upon lease signing.
3. In order to pull the property off the rental market, a holding deposit must be submitted. If the application is submitted without a holding deposit, the application is considered to be for pre-approval and the property will still be available to other applicants. If all necessary paperwork to process the application is not received within 48 hours of receiving the holding deposit, said holding deposit will be forfeited and the property will be placed back on the rental market.
4. An Application will not be considered "completed" and will not be processed until the following have been provided to us: a separate Application has been fully filled out and signed by you and each co-applicant; an application fee has been paid to us for each application, and all required additional documents have been received by our office.
5. Once approved, your holding deposit will be transferred toward the security deposit for the property. We reserve the right to require additional deposit and/or prepaid rent.
6. If you or any co-applicant are not approved, Compass Property Management Group will refund all holding deposits.
7. Any notice we give you or your co-applicant is considered notice to all co-applicants, and any notice from you or your co-applicant is considered notice from all co-applicants.
8. Compass Property Management Group will furnish keys and/or access devices on the day the lease begins and only after: (1) all parties have signed the contemplated Lease Contract and other rental documents referred to in the Lease Contract, and (2) all applicable rents and security deposits have been paid in full.
9. Properties cannot be rented sight unseen without first signing an additional sight unseen release.
10. If co-signer(s) is/are required for approval of property, all said co-signers must reside locally.

11. By submitting this application along with a deposit, the applicant is making a commitment to rent a particular property. If the applicant retracts this application for ANY reason, said deposit is forfeited and is not eligible to be refunded.

12. Our receipt of this application is consent only to this Application Agreement. It does not bind us to accept the applicant(s) or to sign the proposed Lease Contract.

By submitting this application, I affirm that I have thoroughly read the application guidelines and agree to all terms included in the application instructions.

By submitting this application, I affirm that all the information on this application is true, accurate, complete, and correct and authorize the property manager to verify all information contained on the application and conduct a full background check including but not limited to credit, bank account, employment, eviction, criminal background checks and authorize property manager to contact any persons or companies listed on the application.

---

Applicant Signature

---

Date