

RENTAL POLICIES & PROCEDURES

In order to continue with this application, you will need to review the application agreement carefully and acknowledge that you accept its terms. If you do not agree with any of the foregoing, do not submit an application.

Countryside Property Management requires \$45.00 as a processing fee to check income, rental history, and credit history. **The fee is non-refundable if the application is processed.** Personal checks will not be accepted for payment of the processing fee. Your processing fee pays for the following costs incurred by Countryside Property Management.

Credit & Eviction Report	\$15.00
Staff Time	\$25.00
Administrative Fees	<u>\$5.00</u>
Minimum cost to Countryside Property Management to process application	\$45.00

A complete and separate application is required from anyone 18 years and older who will reside at the property. All blanks on the application must be filled in. Where a question does not apply, please write "none" or "n/a", as applicable. Missing or incomplete information may delay or prevent verification. Should Countryside Property Management be unable to verify any of the information on the application or if any of the statements are found to be false, the application will be denied. If an application is denied, you may begin the application process only after a period of **six months** has passed.

Applications will not be pre-screened. Once an application has been completed, you will be notified of the result via email or mail. An approved application does NOT guarantee you any property. An approved application will only determine your eligibility to rent a property you have qualified for. A credit report will be obtained for each applicant. Credit reports from outside sources will not be accepted. Cosigners will not be accepted. Co-applicants may be admitted to assist with the necessary requirements. **Bankruptcies that have not been discharged will disqualify application. Any past eviction will disqualify an application.** Rental references are considered unverifiable if, after three business days, your landlord has not returned Countryside Property Management's emails, phone calls, or faxes.

All income must be lawful and verifiable. Acceptable forms of verification include one of the following:

1. **Employees:** Original pay stubs (Two most current months), Award Letters
2. **Self-employed:** IRS 1040 and Schedule C for the last two year's tax returns, line 29 Tentative profit
3. **Government Aid/Child Support:** Award Letters, Court Orders, Financial Statements

The following are the minimum requirements that an applicant or group of applicants must fulfill to qualify to rent a property. Each delinquent credit line or unpaid collection will negatively impact your credit rating.

MONTHLY RENT	\$1499 PER MONTH OR LESS	\$1500 - \$2199 PER MONTH	\$2200+ PER MONTH
CREDIT	At least 1 line of credit established for at least 6 months, with a minimum of 65% positive credit overall, OR a minimum average 570 Experian Renter Risk score	At least 1 line of credit established for at least 12 months, with a minimum of 70% positive credit overall, OR a minimum average 600 Experian Renter Risk score	At least 2 lines of credit established for at least 12 months, with a minimum of 75% positive credit overall, OR a minimum average 630 Experian Renter Risk score
INCOME	3 times one month's rent.	3 times one month's rent.	3 times one month's rent.
RENTAL/ HOMEOWNERSHIP HISTORY	A combined one year of favorable and verifiable rental references or home ownership must be provided, excluding renting from family and friends.	A combined two years of favorable and verifiable rental references or home ownership must be provided, excluding renting from family and friends	A combined three years of favorable and verifiable rental references or home ownership must be provided, excluding renting from family and friends.

Consent to Receive SMS Messages: By submitting a rental application you consent to receive SMS messages (including text messages), and telephone calls (including prerecorded and artificial voice and autodialed) from Countryside Property Management and third-party service providers, with service-related information, account information or questions, and/or marketing information. Standard message and data rates may apply. SMS messaging services may be modified from time to time without notice, including the right to terminate SMS messaging with or without notice, without liability.

I irrevocably authorize Countryside Property Management to keep a copy of the application and all documents submitted. Your signature is your agreement to the policies, procedures, terms, and requirements outlined herein,

Applicant Signature: _____ **Date:** ____/____/____

APPLICANT'S LAST NAME: _____ **APPLICANT'S FIRST NAME:** _____