



RESIDENT QUALIFYING CRITERIA

Signing the application acknowledges that you have had the opportunity to review the landlord's RESIDENT QUALIFYING CRITERIA. The RESIDENT QUALIFYING CRITERIA may include factors such as criminal history, credit history, current income, and rental history. If you do not meet the criteria, or if you provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded.

Amy Willis & Associates, LLC Terms of Agreement: The following Application Agreement will be signed by all applicants prior to signing a lease contract. In order to reside in our rental homes, we require each applicant 18 years of age or older to meet certain rental criteria. Before you complete the application portion of this form, we encourage you to review these rental criteria requirements to determine if you are eligible. All persons 18 years of age or older will be expected to complete a separate Rental Application and sign the Rental Contract as a resident. This company and rental office comply with all applicable fair housing laws including those that prohibit discrimination based on race, color, religion, sex, national origin, handicap, or familial status.

APPLICATION: (Non-Refundable): A separate rental application must be fully completed, dated and signed by each applicant and all co-applicants. Every person 18 years of age and older who will be occupying the dwelling must complete a rental application. Note: Applications are not complete until all person(s) over the age of 18 have applied and provided required documentation, which may result in your application not being completed. Each applicant must provide government photo identification; either uploaded with the application or emailed to an associate to manually upload to the application.

APPLICATION FEE: An application fee(s) payment is required for each application(s) and is non-refundable, this cost is for screening of your rental application(s).

OCCUPANCY STANDARDS: The family/occupancy size must be appropriate for the available property, ie: no more than two persons per bedroom.

CREDIT REQUIREMENTS: An Experian credit report will be pulled. We require a FICO score of 600 or better. If the credit score is below 600, we may accept a guarantor and/or additional security deposit. This will be determined by management, based on full applicants approval requirement scoring.

EMPLOYMENT | INCOME: An applicant must have verifiable current employment a minimum of 3 most recent paystubs or source of income, provided it can be verified. If self employed, applicants must provide their other sources of income and verification could include but are not limited to, tax returns, bank statements, 1099's, proof of government payments, proof of investment or trust fund income, court order child support or spousal support and new hire letter. Rental Income of at least 3 times the monthly rent.



RENTAL HISTORY: In addition to the rental history that will be evaluated your credit score must meet approval credit scoring referenced below, applicants must not have an unacceptable rental history. An unacceptable rental history is one that includes, but is not necessarily limited to, a history involving: (i) owing amounts to a former landlord within the last 3 years; (ii) being asked to leave by a former landlord; (iii) being evicted from a prior residence; or (iv) a history of causing problems at a prior residence.¹

Any unpaid collections-debt to previous landlords, dating more than 3 years, eviction, judgments (within the past 3 years) will automatically be declined.

SOCIAL SECURITY NUMBERS: If an applicant's name does not match the SSN given on the rental application, applicant will be required to provide documentation from the Social Security Administration validating their SSN (a copy of SS card is not acceptable)

FOREIGN NATIONALITY: Applicants that do not have a Government Social Security number, will be required to provide identification in the form of a passport, Green card, INS status or State issue ID to prove identity.

CRIMINAL BACKGROUND: AppFolio utilizes a criminal screening system to perform criminal screening on prospective applicants. The screening system takes into consideration criminal classifications which groups criminal offenses into various categories and the length of time between the conviction and application date. The following convictions are considered significant crimes which will be taken into consideration when evaluating an applicant's eligibility for rental:

Violence, Drugs, family relations, misdemeanor crime against a person, sex-related misdemeanors convictions; and unclassified convictions.

Please remember that this requirement does not constitute a guarantee or representation that tenants currently residing in our rental homes meet these criteria. There may be tenants/occupants that have resided in our rental homes prior to this requirement going into effect. Additionally, the ability of AWA to verify this information is limited to the information made available to AppFolio by the credit reporting services used.

HOLD DEPOSIT / DEPOSIT: (Hold Deposit may or may not be refundable if applicant cancels under any of the below terms as non-refundable liquidated damages, and the parties will then have no further obligation to each other): Required hold deposit of one month's rent, is due within 24hrs of approval and will be applied as the security deposit at move in. The security deposit at move out, per the terms of the lease contract can be applied towards any damages to the property (This will NOT be applied to last month's rent).

- Hold Deposit will be refunded within 30 days if your application is declined. Refund checks will be made payable to all co-applicants and mailed to only one applicant.
- Hold Deposit will be credited towards the required security deposit at move-in



- Hold Deposit will be non-refundable/liquidated, if the applicant is approved and cancels prior to the scheduled move-in date. Whether or not you have signed or not signed the lease contract.
- Extension of Deadlines: If the deadline for signing, approving, or re-funding falls on a Saturday, Sunday, or a state or federal holiday, the deadline will be extended to the end of the next day.

Unless we authorize otherwise in writing, you and all co-applicants are required to sign the Lease Contract within 24 hours after we give you our approval in person, via phone, text, or by email. If you or any co-applicant fails to sign as required, we may keep the hold deposit as liquidated damages, and terminate all further obligations under this Agreement.

ADDITIONAL Monthly Fee or Deposit: An additional monthly fee or Deposit will be required if the applicant is approved with conditions based on the information gathered from the credit report and/or rental verification.

Lease Guarantor: If an applicant requires and qualifies for a lease Guarantor, the guarantor guarantees to perform all tenant's financial obligations under the lease. A Lease Guarantor applying authorizes the Landlord or Landlord's agent to verify information related to the guarantor's creditworthiness. Guarantors are jointly and severally liable for all provisions of this guarantee. A guarantor must pay a non-refundable application fee and sign a lease guaranty addendum.

PET(S): Pets are not permitted in the rental home without our written consent. If a pet(s) is allowed, the tenant(s) must sign pet addendum which requires the tenant(s): (i) to adhere to our regulations including any applicable pet weight limit, 60 lbs; (ii) pay a non-refundable pet fee; and (iii) pay any pet deposit. Breed restrictions may apply- Aggressive dog breeds are prohibited, NO EXCEPTIONS: see management for pet approval and/or prohibited breeds. ESA/Service animals must be approved by HUD guidelines and approved via our third party pet screening service.

- Approved applicants with pets will have to submit a pet screening through a third party screening company. The charge is \$20 per pet.

Notice To or From You/Co-Applicants: 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.

Keys or Access Devices: We'll furnish keys and/or access devices only after: (i) all parties have signed the legally binding lease contract and other rental documents referred to in the lease contract; (ii) all applicable rents and security deposits have been paid in full (iii) day of commencement (iv) proof of renter's insurance, electricity and city utility services have been connected for the property.



Keys: Release of keys will be to the tenant during business hours.

Signature: Our reception of this application is consenting only to this Agreement. It does not bind us to accept the applicant or to enter into agreement to the proposed Lease Contract.

Lease Contract Information: The Lease Contract contemplated by the parties will be sent once your application is approved to applicant(s). Special information and conditions must be explicitly noted on a Lease Contract or in the Contemplated Lease Contract to be considered part of the lease contract.

Authorization/Acknowledgement:

I have read and understand the Application. I declare that all my statements in the application are true and complete. I also acknowledge that: (i) I have had the opportunity to review Amy Willis and Associates, LLC- Rental Management Rental Criteria; (ii) the rental criteria include qualification factors such as criminal history, credit history, current income, and rental history; and (iii) if I do not meet the rental criteria or if I provide inaccurate or incomplete information, my application may be rejected. I also acknowledge that I understand that the application fee(s) is non-refundable and the hold deposit fee can be non-refundable **if** the applicant is approved and cancels prior to the scheduled move in date.

Please note that these are our current rental criteria and nothing in these requirements shall constitute a guarantee or representation by our rental company that all tenants and/or occupants currently residing in our rental homes have met these requirements. There may be residents and occupants that have resided here prior to these requirements going into effect. Additionally, our ability to verify whether these requirements are met is limited to the information we receive from various resident reporting services.

While some of the information above may not yet be applicable to your situation, there are some provisions that may become applicable prior to signing a lease contract. In order to continue with this online application, you'll need to review the Application Agreement and Rental Criteria carefully and acknowledge that you accept its terms.