

RENTAL APPLICATION SCORING

This page explains how we will score your rental application.

NAME of applicant: _____ Applying with: _____

Property Address: _____

JALEX office staff will complete this chart, based on the information provided by applicant.

Category	0	1	2	3
Length of time in field of work	0-12 months	1-2 years	2-3 years	More than 3 years
Rent to income ratio	40% or more	33-39%	28-32%	27% or less
Credit (FICO) score	Below 600	601-650	651-700	700+
Negative payment history - collections	Collections, bankruptcy, foreclosure with past 12 months	Collections, bankruptcy, foreclosure with past 18 months	Collections, bankruptcy, foreclosure with past 2 years	none
Criminal	Any felony in past 2 years	Misdemeanor within past 1 year, felony 2-5 years ago	Any misdemeanor 1-2 years, felony >5 years ago	none
Length of residency	0-12 months	12-18 months	18-24 months	2yrs +
Late rent/ mortgage during past year	3 times +	2 times	1 time	never

Eviction within last five years? Yes No

Explain: _____

Score 15 +, no pets = approvable with min. security deposit

Score 15+, with pet(s) = approvable conditionally, per owner; additional deposit for pet(s) is required

Score less than 11 = NOT APPROVABLE

JALEX will start processing your application on the FIRST business day after receipt. **You will have 1 calendar week from this date to provide any information requested/required to determine a score.** If not completed/approved within one week, JALEX has the right to decline applicant. Signature below indicates understanding of this explanation of application scoring and processing.

APPLICANT Signature: _____ Date: _____

Applicant notified: SIGN _____ Date: _____

Letter given, if declined: _____ Date: _____

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

FILL IN ALL INFORMATION REQUESTED. IF AN ITEM IS NOT APPLICABLE, PLEASE MARK IT "N/A". SIGNATURES ARE REQUIRED.

The verification of employment is to be filled out by JALEX. Signature, date and social security number are required (sections are in "bold"). If you are self-employed, please provide 1099's from your last tax return. Please do not have your employer complete this section. JALEX REAL ESTATE will contact your employer. **The verification of residence will also be filled out by JALEX. Signature, date and social security number are required** (sections are in "bold"). If you have not rented in the previous five years, or if you own your home, please mark "n/a" in the space. Please do not have your landlord complete this. JALEX REAL ESTATE SERVICES will contact your landlord.

IF YOU ARE PUTTING A "HOLD DEPOSIT" ON THE PROPERTY IN ORDER FOR JALEX TO TAKE THE PROPERTY OFF THE MARKET, THE HOLD DEPOSIT AGREEMENT MUST BE COMPLETED.

QUALIFICATIONS / REQUIREMENTS

- 1. Employment verification. Proof of income.**
- 2. Residence verification from current landlord (& previous landlord, if applicable). Positive landlord reference.**
- 3. CLEAR CRIMINAL BACKGROUND**
- 4. SECURITY DEPOSIT EQUAL TO AT LEAST ONE MONTH'S RENT, depending on Landlord preference.**
- 5. CREDIT SCORE above 600**

If you do not meet all the qualifications and requirements listed above, the landlord may require you to have a co-signer. This would require an individual willing to accept responsibility of the lease if you are unable to meet your obligations. The co-signer must submit a rental application and meet approval guidelines. The landlord may also require a double security deposit or offer a m-m lease term.

Disclosure & Information

Pursuant to State and Federal Laws, it is an unlawful discriminatory practice for a person to discriminate against a prospective occupant or user in the terms or conditions of leasing any housing accommodation or commercial property to elicit information, make or keep any record of a form containing questions regarding race, religious creed, ancestry, sex, national origin, handicap or disability, or marital status (children under 18). It is also unlawful to refuse to lease housing accommodation or commercial property to a person due to the use of a guide animal because of the blindness or deafness of a user, or use of a support animal because of a physical handicap of the user or because a person is a handler or trainer of support or guide animals. It is also an unlawful discriminatory practice to evict or attempt to evict an occupant of a housing accommodation before the end of the term of the lease because of pregnancy or birth of a child. Applicants acknowledge that if they present false information, landlord may reject the application and keep the deposit money. **At the request of the landlord, I understand that a check of my rental history and/or credit history will be performed. This check will be performed in accordance with the provision of Federal Fair Credit Reporting ACT.** I have read and agreed to the provisions as stated above.

I hereby authorize the landlord, through JALEX Real Estate to request a detailed credit history from a credit reporting agency and a criminal background check from the State Police. I hereby provide my social security number(s) for those purposes.

Signature: _____ **Date:** _____

Consumer Notice for Tenants
(THIS IS NOT A CONTRACT)

JALEX Real Estate Services hereby states that, with respect to its rental properties, we are acting as an agent of the Owner/Landlord pursuant to a property management or exclusive leasing agreement.

I acknowledge I have received this notice: _____ **date:** _____

RENTAL APPLICATION (this is not a contract)

Please complete this entire page

\$60 NON-REFUNDABLE processing fee per occupant age 18+ is required with application – Paid _____

Applicant Name: Last: _____ Full Middle Name: _____ First: _____ **Date:** _____

Phone: _____ **E-Mail:** _____

Date of Birth: ____/____/____ Social Security #: ____ - ____ - ____ Drivers License #: _____ State _____

Present Address: _____ City: _____ State _____ Zip: _____

Occupants (Who lives with you now?): _____

How Long? _____ Rent ___ Own ___ Parents ___ Monthly Payments: _____ Utilities Included: _____

Present Landlord: _____ Phone #: _____

Reason for Leaving: _____

Previous Address: _____ City: _____ State _____ Zip: _____

Previous Landlord: _____ Phone #: _____

Have you or anyone included on this application EVER Filed Bankruptcy: ___ Foreclosed on home: ___ Been Evicted: ___ Refused to pay rent: ___

If yes, please explain: _____

Have you or anyone included on this application ever been convicted of any crime? Yes ___ No

If yes, please explain: _____

Do you smoke? _____ Do you own any pets/animals? _____ If yes, please provide details- _____

Job Information:

Employer: _____ Job Title: _____

Address: _____ City: _____ State: _____ Zip: _____

How Long? (inc months or years) _____ Gross Income: _____ Wk: ___ Bi-Wk: ___ Mo: ___ Full Time: ___ Part Time: ___ Retired ___

Managers Name: _____ Phone: _____

Previous employer if less than two years: _____ Job Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Reason for leaving: _____

If no job, please explain how rent will be paid: _____

Applicant needs to complete yellow line only.

Request for Employment Verification

Date: _____

Name _____
First MI Last

We have received a rental application from the above-named individual. Please verify the following information so that we may further process their application. Your cooperation in responding to this inquiry is sincerely appreciated. All information received in our office is confidential.

Present Employer: _____

Manager: _____ Manager Signature: _____

Gross Income: _____ Weekly / Bi-Weekly / Monthly

Employment start date: _____ Full-time or Part-time (circle one)

Additional Remarks: _____

I authorize the release of the above information to JALEX Real Estate Services

Signature

Date

Soc. Sec. No.

Employer: Please return via email to steph@jalexhomes.com

JALEX Real Estate Services
128 E. King Street
Shippensburg, PA 17257
Phone: (717) 477-9326

Applicant needs to complete yellow line only.
Request for Verification of Residence

The following individual has applied for residency in one of our properties. The requested information is required to complete processing and approval of the applicant. All information received by this office is confidential. Thank you for your prompt reply.

Name: _____
First MI Last

Address of Leased Premises: _____

1. Lease start date: _____
2. Monthly rent payment: _____ What utilities/services are included? _____
3. Were any payments made late? _____ If yes, how many days late? _____ How many late payments in the past 12 months? _____
4. Does tenant currently owe any money? _____
5. Did tenant have any pets/animals in the residence?
6. Condition of the residence when last inspected and/or vacated _____
7. Would you re-lease? _____ Yes _____ No
If No, why? _____

Additional remarks: _____

Landlord's signature: _____ Date: _____

I authorize the release of the above information to JALEX Real Estate Services

Signature	Date	Soc. Sec. No.
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Landlord: Please complete and return via email to steph@jalexhomes.com

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