

Thank you for your interest in renting from Cardinal Properties Inc.

Cardinal Properties does business in accordance with federal fair housing law.

To view any of our available rentals you must fill out an application. Please complete all sections of the application. If the question doesn't apply to you, indicate N/A; all spaces must be filled.

FEES: *Applicants do not have to pay fees unless they would like to be considered for a property.*

1. Application: There is a **\$40.00 processing fee per applicant** which covers the handling of your application and cost of your credit report. If a third-party guarantee is required an additional \$20.00 processing fee must be paid.
2. Animals: **ALL applicants, whether they have animals or not**, must also complete the third party review and screening process at **cardinalproperties.petscreening.com**. There is no additional fee for applicants without animals or assistance animals. PetScreening.com will charge applicants with pets a per animal fee.
3. All processing fees are **non-refundable** and **each adult** member of the household must complete a separate application.

APPROVAL

1. **We cannot guarantee** that any unit you have viewed or applied for will be available by the time your application processing is complete. As there are frequently several applications on each property, we recommend that you consider multiple properties in case a different applicant is selected for the property you are applying for. Please ensure that you or a representative view the property(s) you are interested in before you pay the processing fee or during the application process as we do not rent sight unseen.
2. If your application is approved and your move-in date is not immediate, a holding deposit will be taken. Should you decide not to rent the unit, you will be charged a per day fee equal to a day's rent until a new tenant is approved, not to exceed 30 days or the amount of your deposit.
3. You will be required to pay at least the first month's rent and security deposit in advance.

APPLICATION POLICIES: *In order for an applicant to be considered for tenancy, the Applicant must meet the following minimum requirements. (Initial each line)*

_____ Each individual in the household over 18 years old will need to complete a separate application and pay the application fees. Submitted applications become the property of Cardinal Properties, Inc. and will remain on file for 6 months. After 6 months, a new application and fee will be required.

_____ **Income Requirements:** Income for the household must equal 3 times the rental amount, in net (after taxes) income.

_____ **Income Documentation:** For current employment, applicants must submit copies of one month of most recent pay stubs. Permanent employment of at least 4 months at the same job is preferred. Employers will be contacted to verify income and longevity.

Pension/Social Security/Other Income: a copy of your most current award letter is required.

Self-employed persons must show at least one year's tax return (corporate, K-1, or 1040 schedule C) and 3 months bank statements (statements must show name on the account).

These are minimum requirements; Cardinal Properties might require further documentation.

_____ **Credit Requirements:** Cardinal Properties will run a credit report to evaluate the prospective tenant's history of meeting financial obligations.

Any applicant owing money to a prior landlord shall be automatically disqualified. Collections or past due amounts to utility companies must be paid off. Other items on your report, such as unpaid tax liens, delinquencies, and returned checks, can affect your approval.

Consideration may be given for medical and student loan collections.

- _____ At least 2 years of rental history or homeownership is preferred. Prior landlords will be contacted to inquire about payment history, property care, lease violation history, etc. Inability to contact previous landlords may result in a denial of the application. An eviction or money owing a previous landlord or a negative reference will result in an automatic disqualification. References cannot be relatives or another member of the household.
- _____ A copy of a Government Issued Photo ID must be provided. Acceptable forms of ID include Passport, valid Driver's License, Military ID, etc.
- _____ A larger security deposit or guarantor may be required in order to consider applicants that do not meet qualifying criteria

RENTERS INSURANCE POLICY: All tenants are required to provide proof of renters insurance at move-in and maintain insurance for the duration of tenancy.

CRIMINAL HISTORY POLICY

1. Anyone with a felony conviction must have spent six months on probation, and must have NO probation violations, pre-release violations, repeat offenses, or additional convictions.
2. Anyone convicted of a drug charge; this includes using, manufacturing, distributing, or possession; must have completed all required probation. Anyone failing a drug test as a condition of probation will not be accepted as a tenant.
3. Anyone listed on the sexual or violent registry will not be accepted as a tenant.

ANIMAL / PET POLICY

1. **ALL applicants, whether they have animals or not, must complete** the third party review and screening process at **cardinalproperties.petscreening.com**. Fees will apply for each pet. There is no cost for households with no animals or who submit accommodation paperwork for a service or companion animal.
2. In multiple person households, if animals are jointly owned, only one applicant is required to complete the screening process for each animal.
3. Pets must be at least one year old. Puppies and kittens are not accepted.
4. Fish, birds, lizards, snakes etc are considered pets and must be included on the application.
5. Dog breeds considered vicious by insurance company standards will not be allowed on the property. This applies to both purebred and mixed breed dogs and includes: Pit Bull, American Pit Bull, American Staffordshire Terrier, English Bull Terrier, Rottweiler or Wolf Hybrid. Additionally, these breeds may not be accepted: Akita, Berner Sennenhund, Burmese Cattle Dog, Canary Dog (including Perro de Presa Canario), Chow, Doberman, Husky, Karelian Bear Dog (including Russo-European Laika), Rhodesian Ridgeback.
6. Ferrets are not accepted as pets.
7. Owners of multiple pets should contact our office to ensure the property will accept more than one pet.
8. If a pet is approved, an additional deposit will be required. Deposit will increase per pet.
9. No pet sitting or visiting is allowed.

SMOKING POLICY

1. Some properties will not accept any tenants that smoke.
2. Cardinal Properties does not manage any units that allow smoking inside. Tenants who smoke must do so on the street or in the alley or inside their vehicle if it is parked in the driveway (not inside the garage).
3. Smoking restrictions include, but are not limited, to all tobacco and marijuana products, medical or otherwise, and vaping.
4. Tenants who smoke are required to use air purifiers in the unit to eliminate smoke odor and residue that comes into the unit on their person or clothing.
5. Management may require additional inspections to ensure compliance.

HOUSES ON ACREAGE: Tenants do not have use of acreage the house is on without prior written approval.

MEDICAL MARIJUANA: Growing marijuana, for personal or commercial use, is not allowed at rental properties.

Applicant Signature

Date

I have read and understand the application policies and procedures.

01/20/20



PET SCREENING

We encourage healthy and responsible pet interactions for all residents and we strive to create a community that welcomes everyone and ensures a pet-responsible environment. We use a third-party pet application that is simple and secure while storing your pet's information in one place.

This service makes it easy for Pet/Animal Owners to share their animal records with their Housing Provider, pet groomers, doggy daycares, dog walkers, pet sitters, vets, pet friendly hotels and more.

PRICING

- Prices are set by [petscreening.com](https://cardinalproperties.petscreening.com). Please check website for current charges.
- No charge (\$0) for an Assistance Animal Accommodation Request
- No charge (\$0) for a No-Pet profile
-

All profiles are active for one year upon completion.

HOW TO MAKE A PROFILE

Note: **Applicants without pets must complete the online affidavit**, while Pet Owners should gather the following to start:

- Vaccination Records
- Microchip Information
- Photos of Your Pet

1. All applicants should visit: <https://cardinalproperties.petscreening.com>
2. Review the policies and click the 'Start Here' button for No Pets, Household Pets or Assistance Animals.
3. Enter your contact information, read and accept the Terms of Service, and click 'Create Profile.'
4. No pets: Simply complete the affidavit questions.
5. Pet/Animal Owners: Select the type of animal then click Create a Pet Profile. If you are making an accommodation request for an Assistance Animal, the request box will be pre-selected.
6. On the next page, click on each section within the profile to enter details, upload photos and attach documents.
7. For Pets: Click the green 'Proceed to Payment' button at the top right of the profile, enter payment details and submit. For Animals: Click the green 'Submit for Review' button at the top right of your profile.
8. Your Pet Profile will be shared automatically with your housing provider.