

APPLICATION PROCESS/SCREENING CRITERIA

Thank you for applying with American Leasing and Management, for your housing needs. To best serve you, we feel you must be aware of and fully understand our application policies and procedures.

We are committed to equal housing, and we fully comply with the Federal Fair Housing Act and the Fair Credit Reporting Act.

We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin, age, sexual orientation, or gender identity.

****Applicants or an appointed representative named by letter must physically inspect property before applying for a rental home. The representative must be someone OTHER than the showing agent. ****

Please have the following items ready before applying:

- Last Two Addresses and Landlord Information
- Employer and Previous Employer: Name, Contact, Start Date, Salary
- Emergency Contact Information
- Valid Government- Issued ID
- Proof of Income- Pay Stubs, Bank Statements, Etc. – At Lease
- Social Security Card

\$95 NON-REFUNDABLE Application Fee

Everyone occupying the property that is 18 years of age or older must fill out an application and submit a \$95 non-refundable application fee. Anyone under the age of 18 that will be occupying the property must be listed on the application only.

****WE DO NOT ACCEPT CO-SIGNERS.** The Financially Responsible Person or Parties **MUST** reside at the property. ******

Leases will begin within 14 days of application approval with deposit paid or availability date whichever is later.

The application does NOT hold the property. Anyone is still able to view the property, apply, or submit a deposit to hold the property. It takes 3-5 business days to process the application and once completed, we will contact you with the status.

When you pay the deposit, it only holds the property for TWO WEEKS! Once your application is approved your deposit is non-refundable if you decide not to move in or do not move in by the commencement date. If you provide false information, you will forfeit your deposit and be denied.

APPLICATION APPROVAL REQUIREMENTS

1. **Identification**- Each applicant is required to provide a copy of a Government- Issued Photo I.D. and Social Security Card
2. **The applicant(s) has a gross combined monthly income that is 3 times the monthly rent for at the least the last 6 months verifiable through- employer, pay stubs, tax returns, and/or bank statements. Applicant(s) are required to have stable, verifiable employment for at least the past 3 years.**
3. **The applicant has a positive rental history – 3 years of good rental history. Housing references must be verifiable; family members and friends are not acceptable references.**
4. **The applicant has demonstrated financial responsibility as seen on a credit report.**
5. **Criminal, Sex Offense, and Terrorist Database Check**- We check criminal, sex offense, and terrorist databases for all occupants over the age of 18.
If you have a felony conviction within the last 7 years that involves the manufacture or distribution of a controlled substance or felonies resulting in bodily harm (such a murder, rape, arson, etc.), intentional damage or destruction of property or a sexually related offense of any nature, your application will be denied.
6. Risk Mitigation Admin Fee *(if applicable see below)*

American Leasing and Management can offer applicants with lower than 625 credit scores the opportunity to rent from us.

This program is offered on a case-by-case basis only- weighing heavily on other factors outside of credit score to include income and rental history. American maintains the right to retract this offer for any applicant based on other criteria associated with the application process.

Average Credit Score (All Financially Responsible) Admin Fee Due

850-625..... 1 x Deposit

624-550..... \$300 Risk Mitigation Fee and 1 x Deposit

549-300..... Case-By-Case Basis (if approved \$350 Risk Mitigation Fee and 2 x Deposit)

Dealing with Multiple Applicants: Admin Fee will be assessed based on the **AVERAGE CREDIT SCORE** of all financially responsible. An additional security deposit may be required for other reasons besides credit score.

NOTE: Any required application Admin Fees are Non-Refundable. Any required additional Security Deposit becomes a part of your security deposit and is refundable according to the terms of your lease agreement.

Criteria for Pets

We require every animal to go through PetScreening.com. The link to fill out a PetScreening profile is <https://alm.petscreening.com>.

The fee is \$20 for the first pet profile and \$15 for each additional pet in your profile.

\$400 Non-Refundable Pet Acceptance Fee Per Pet at move-in + Monthly Pet Rent based on Paw Score per pet.

- 5 Paw Score..... \$40 Monthly Pet Rent
- 4 Paw Score..... \$50 Monthly Pet Rent
- 3 Paw Score..... \$65 Monthly Pet Rent
- 2 Paw Score..... \$80 Monthly Pet Rent
- 1 Paw Score..... \$100 Monthly Pet Rent

No fee applies for services animals

Please provide proper documentation to PetScreening.com

Required Tenant Liability Insurance

Tenants are required to maintain Landlord Required Tenant Liability Insurance to satisfy the lease requirement of \$100,000 liability insurance on behalf of the landlord. American Leasing and Management must be listed as the additional interest.

Tenants who do not maintain renters' insurance listing American Leasing as additional interest will be auto enrolled in our Master Tenant Liability Policy for \$10.95 per month which includes \$10K in contents coverage for tenants.

Monthly Tenant Benefits Package Fee - \$45.95 per month

The Resident Benefits Package is not optional and is included in the rent and is required for **ALL** tenants. Below is what is included and how much you save by the enrollment.

- Mobile Move- In Condition Documentation App (value \$25)
- Secure Online Rental Payments (value \$60)
- Online Resident Portal Access (value \$60)
- 24/7 Maintenance Hotline with Live Phone Support (value \$60)

- On-Time Credit Reporting of Rental Payments Reporting to All 3 Major Credit Bureaus (value \$48)
- Home Buyers Program (value \$1500)
- Lease Renewal Administration (value \$200)
- Rental Verification (value \$50)
- AC Filter Delivery Service (value \$60)
- Discounts and Gift Cards through the Pinata App (value Unlimited)
- Liability Insurance – Includes \$10K in Contents Coverage (value \$20)
- \$1,000,000 in Identify Theft Protection (value \$150)
- Renter's Insurance (Value at \$20)
 - If you provide your own renter's insurance, the Resident Benefit Package charge reduces to \$35 per month.

Reasons for Denial of Applications

- If your income is less than 3 times the rent amount.
- If you failed to give proper notice when vacating a property.
- If you have had three or more late rent or mortgage payments within the last 12 months.
- If you have had two or more NSF checks within the last 12 months.
- If you have an unpaid collection filed against you by a Property Management Company.
- If an unlawful detainer action or eviction has been filed against you the past five years.
- If you filed for bankruptcy or foreclosure within the past 24 months, we may deny your application.
- If you have repossessions or charge offs within the last 2 years.
- If you have unpaid quick cash loans within the last 2 years.
- No businesses operated from the property. If you have a home-base business that you think we might approve of, please let us know.
- If you have allowed any person(s), not on the lease, to reside on the premises.
- If you have recently received a 3-day notice to vacate.
- Any bankruptcy must have been discharged at least one year previous to the date of your application.
- If we are unable to verify your income or rental history, we must deny the application.
- If your previous landlord(s) would be unwilling to rent to you again for reason pertaining to your behavior or that of any family member, guest, or any animal on the property during your tenancy.
- Applicant requests re-wording or removing any paragraphs in the lease agreement.

Error or Omissions: Every effort is made to provide applicants with reliable and accurate information regarding the home you are applying for- however, the changes can and do take

place to cause inaccurate information to be accidentally presented. We encourage all tenants to verify schools, allowable pets, expected features, or any HOA concerns before signing a lease agreement. Any information posted in the MLS advertisement does NOT constitute a written agreement or guarantee of the facts stated.

NO SMOKING: Smoking is not permitted inside the home or garage.

Notice Regarding School Boundaries

- School Boundaries are subject to change.
- Concerns should be investigated before submitting your application.

PAYMENTS:

Pet Fee- Must be paid by separate cashier's check or money order

Risk Mitigation Fee- Must be paid by separate cashier's check or money order

Security Deposit and Additional Security Deposit (if applicable)- Can be paid by one cashier's check or money order

First Month's Rent/Pro-rate, Resident Benefits Package, Landlord Liability Insurance- Can be paid by one cashier's check or money order.

****If you pay a deposit with a money order and do not get approved, we will not cut a check. We will just return the same money order to you. You will be responsible to contact the company you for the money order from. ****

Please list in the application any request for the landlord to consider regarding repairs or treatments should the applicant and landlord enter into a lease.

Applicant represent that the statements made in the application are true and complete.

Signature

Date