EXECUTIVE GROUP PROPERTY MANAGEMENT, INC.

Executive Standards. Exceptional Service. Management You Trust.

Screening Criteria & Standard Practices

Application

Executive Group Property Management, Inc. requires an application to be submitted for any person age 18 or older that intends to occupy the residence. A $60 non-refundable application fee is required for each applicant prior to application processing. In addition to a completed application (found at www.executivegroupweb.com), the following items are required to be submitted for application processing:

- Driver's License or other government-issued photo ID
- Adequate proof of income (e.g. pay stubs, tax forms, LES, bank statements)
- Photos of pet(s)

Submittal of a completed application with the required non-refundable application fee authorizes Executive Group Property Management, Inc. to:

- Run a credit report
- Verify employment
- Verify references
- Perform a criminal background check
- Check public records

Executive Group Property Management, Inc. may request that applicants provide additional information or documentation prior to a decision. The decision to approve or deny is based on the following factors:

- Credit History
- Employment/Income
- Rental/Eviction History
- Criminal History
- Pet Screening

Executive Group Property Management, Inc. contacts applicants immediately after an approval or denial decision.

Security Deposit

Upon an approved application, applicants will have up to 2 business days to pay a security deposit via certifiable funds (i.e. cash, cashier's check, money order) payable to Executive Group Property Management, Inc. The amount of the security deposit is typically equivalent to the monthly rent amount. However, this amount may vary depending on the factors used to make an approval decision for the applicant.

Lease Agreement and Check-In

Upon payment of a security deposit, applicants have up to 2 business days to sign a lease agreement and choose a check-in date. The check-in date must not exceed 14 days from the date in which the security deposit is paid.

Applicants will be required to pay rent and a non-refundable pet fee of $200 per pet prior to check-in. Rent amount for the first month is prorated based on the selected check-in date. If the check-in date falls after the 20th day of the month, the second month of rent will also be collected prior to check-in.

NOTE: The security deposit will be forfeited if the applicant fails to complete the check-in process within the time requirements specified above.

Summary

The following is a summary of the disclosed agreements, fees, and deposits:

- $60 non-refundable application fee (per person 18 or older) due prior to processing of application
- Security deposit (varies based on application, but typically equivalent to monthly rent amount) due within 2 business days of approved application
- Signed lease agreement due within 2 business days of security deposit
- Check-in date selected within 14 days of security deposit
- $200 pet fee per pet (no fee required for properly documented and verified service animals) due prior to check-in
- First month prorated rent due prior to check-in
- Second month rent (if check-in date is after 20th day of month) due prior to check-in

NOTE: All move-in fees and deposits (except for the application fee) are required to be made with certifiable funds (i.e. cash, cashier's check, money order) made payable to "Executive Group Property Management, Inc."

Greg Stancill
Principal Broker – REALTOR®
Executive Group Property Management, Inc.