

Dear Applicant,

We are excited you are interested in our rental. Below is the criteria and the steps on how to complete the full application. All documents must be submitted in order to make a decision. Incomplete applications, including applications with missing or false information, will not be considered. Failure to promptly (within 24 hours) submit requested information or documentation may result in the application being denied and/or placed in "hold status." Complete applications will take precedence over incomplete or "on hold" applications, regardless of the date/time any application was originally submitted.

HOW TO APPLY, THE FOLLOWING IS REQUIRED:

A separate application must be filled out for each applicant 18 years of age and older. All adult applicants 18 or older must submit a fully completed, dated and signed residency application and fee. Applicant must provide proof of identity. A Non-refundable application fee of \$50.00 will be required for all adult applicants. Applicant may be required to be approved by a condo/homeowner's association and may have to pay an additional application fee or an additional security or damage deposit. The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.

RENTAL HISTORY-Previous two years rental history is required reflecting timely payments, sufficient notice of your intent to vacate, no complaints regarding noise, disturbances or illegal activities, no unpaid NSF checks, no damage to unit, no evictions or eviction filings, and no outstanding monies owed to landlord. Homeownership and base housing are equivalents to rental.

INCOME-Two months of pay stubs must be provided to verify proof of income. If you cannot provide this, other sources of verification may be requested. These include but are not limited to, copy of last year's tax return or letter from current employer verifying employment status and income, may be requested. Your gross monthly income must be 3 times the rent amount. All sources of other income must be verifiable if needed to qualify for a rental unit.

CRIMINAL-Criminal records must contain no convictions for misdemeanors for crimes involving violence, assault or battery, drugs, firearms within the past 7 years; no felonies within the past 7 years and no sexual offenses ever. In the event a record comes back "adjudication withheld", "nolle prosequere", or "adjudication deferred" ,further documentation may be required, and applicant may be denied on this basis. Civil Court Records must not contain slow pays, judgments, eviction filing, collections, liens or bankruptcy within the past 5 years

CREDIT-Credit history a minimum credit score of 600 or greater is required. A credit inquiry will be made upon submittal of application. Credit history must not contain judgments, utility debts, collections or liens within the past two years. Foreclosures within the last three years will be grounds for denial.

PETS-No pets (with the exception of medically necessary pets for the benefit of the occupant(s) of any kind are permitted without specific written permission of landlord in the lease document, an addendum to lease, a non-refundable pet fee acceptable to landlord and/or an additional pet deposit or additional security deposit. Fees and deposits are waived for medically necessary pets. A pet application is required. Be prepared to submit and application for your pet and provide a picture and vaccination records.

We reserve the right to require payment of a higher security deposit and or additional prepaid rent based on additional factors or circumstances.

YOU ARE HEREBY NOTIFIED OF THE FOLLOWING POLICIES AND PROCEDURES:

1. The processing fee is NON-REFUNDABLE.
2. The security deposit shall be refunded ONLY if applicant is not approved.
3. The security deposit shall be FORFEITED to the Owner if you are approved verbally and/or written but fail to enter into a Rental Agreement.
5. The Owner must approve pets & more than two vehicles of any nature.
6. No properties are held for more than 15 days without approval from Owner.
7. If approved, a holding deposit must be paid within one (1) business day in order to hold the property and remove it from the market. The security deposit and first month's rent must be paid with a **money order or certified funds**. If the applicant defaults on renting the property AFTER APPROVAL, **the security deposit will be forfeited**.
8. If approved, all monies owed including deposit, pet deposit and pet fees must be paid in full in the form of a money order or certified funds. Rental agreement must be signed prior to move in.

Fair Housing Statement: We are an equal opportunity housing provider. Property Management on the Panhandle, LLC. complies with the Federal Fair Housing Act and all local and state Fair Housing Laws. **We do not discriminate against any person because of race, age, color, religion, sex, handicap, familial status or national origin.**