



CREDIT POLICY

AGENCY DISCLOSURE: The above named firm and its agents are representing the interests of the Landlord. As such, the firm and its agents must work to obtain for the Landlord the best price and terms possible. The firm and its agents must also furnish the Landlord any information obtained from you or any other source which is material to the transaction or which might influence the Landlord's decision to rent.

Rental properties are offered to the public for leasing in compliance with all state and federal housing laws, including but not limited to, any federal and state laws and regulations prohibiting discrimination on the basis of race, color, religion, sex, national origin, handicap or familial status.

INCOME: Applicant must be able to show a gross monthly income equal to four times the monthly rent. Any NON-EMPLOYMENT INCOME must be guaranteed for the term of the lease by the paying department or the individual. Married applicants can combine incomes for qualifying purposes, provided both have acceptable credit.

SOCIAL SECURITY CARD: Applicant must be able to show a social security card with their name on it or a payroll check showing such number. Simply remembering the number is not sufficient.

DELAYED MOVE-IN PERIOD: Vacant properties are available for immediate occupancy. Occupied properties have a rental availability date. Homes will not be kept off the market for a future tenant (without rent being paid) once a property is vacant, or a date past the rental availability date, except for a short period of time (usually 7 -14 days), as set by the owner of the property. This amount of time varies on a property-by-property basis.

TENANT PROCEDURES TO RESERVE A PROPERTY PRIOR TO OCCUPANCY: The following steps must be taken, in sequence, to reserve a property: (1) the prospective tenant must complete an application and pay the application fee; (2) the rental department must review the application, credit report and landlord reference, and approve the tenancy; and (3) the tenant must either: (a) pay the full security deposit and sign a lease, or (b) sign a binder. Until and unless all these procedures are completed, the property will remain on the market for rent. Should another applicant be approved prior to these steps being completed, the losing applicant forfeits the application fee.

I have read the above and fully understand that the policies stated above will be used in consideration of acceptability of the written application for rental of property.

Signature _____ Date _____

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