

# Management One Home Choice Property Management

## Rental Policy and Procedures

**1. We are an equal opportunity housing provider:** We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of age, race, color, religion, gender, sexual preference, disability, familial status, marital status, national origin, ancestry, source of income, or any other form of arbitrary discrimination.

**2. Housing availability policy:** We update our list of available rental units as each unit becomes available. A rental unit that was unavailable in the morning may become available later that same day.

**3. Occupancy guidelines:** To prevent overcrowding and undue stress on plumbing and other building systems, we restrict the number of people who may reside in a unit. In determining these restrictions, we adhere to all applicable fair housing laws. We allow two persons per bedroom, plus one per rental unit.

**4. Showings:** All property showings are “open” showings. Open showings mean more than one party may be scheduled to see the property at one time.

**5. Rental criteria:** To qualify for a unit you must meet the following criteria:

**a. Employment:** Must have verifiable employment with the same employer for at least 6 months. Self employed must provide 2 years tax returns with all schedules.

**b. Income:** Your combined gross monthly income should be at least three times the monthly rent and must be verifiable.

**c. Rental history:** You must have satisfactory rental and/or mortgage references from at least two prior landlords/property managers **or** satisfactory rental and/or mortgage references for at least the two years immediately preceding submission of your application to rent. If you have ever been evicted or sued for any lease violation, or had your tenancy terminated due to a lease violation, we may reject your application. Negative rental history includes but is not necessarily limited to the following:

1. Late payment of rent or other fees associated with a rental agreement.
2. Failure to pay late charges.
3. Violation of any provision of a rental agreement.
4. Issuance of any form of a notice to quit.
5. History or practice of disturbances of the peace or alleged violation of law.
6. Deductions taken by former landlord from security deposit.

**d. Credit history:** Your credit record must currently be satisfactory. If your credit history shows any derogatory information, we may reject your application. Derogatory information includes but is not necessarily limited to the following:

1. Open collection accounts.
2. Open or previous bankruptcy.

3. Unpaid collection accounts which are not medical.
4. Collection “write-offs” within the last seven years.
5. More than three late payments within the last twelve months preceding submission of the application to rent.
6. More than six late payments in the last twenty-four months preceding submission of the application to rent.
7. No credit history.
8. Unsatisfied money judgments.
9. Tax liens.
10. Foreclosure / shortsale does not automatically disqualify you. We will look at each situation individually and decide if you are qualified.

**e. Verifiable Identification:** You must present state issued identity information that is verifiable.

**f. Criminal Background:** The Owner is entitled to deny tenancy when it is determined that the applicant’s record, history, pattern or practice of bad conduct or behavior, and/or habits, whether the information is derived from a criminal background check or from another reliable source, may be reasonably expected to have a detrimental effect on other residents and/or their family members, guests, visitors and invitees, vendors, staff or employees of the management company, and/or the responsibility of the applicant to meet financial tenancy obligations. The factors under consideration may include but are not necessarily limited to a record, history, pattern, practice and/or habits, and reliable reports of criminal conduct or bad behavior including but not necessarily limited to criminal convictions involving fraud, theft, embezzlement, trespass, disturbance of neighbors, destruction of property, injuries to persons or animals, or a record of living or housekeeping habits at prior residences or any other location which may adversely affect the health, safety or welfare of other tenants or others as described herein, and/or a history of drug-related criminal activity, violent criminal related activity, or other criminal activity involving crimes which would adversely affect the health, safety or welfare of other tenants, guests, employees, vendors and/or neighbors and/or adversely affecting property rights.

**g. Rental Process:** Expressing threatening or abusive behavior or language during the application process will cause a denial of your application.

**h. Application:** A complete application must be completed for **all** occupants over 18 living in the house. A joint application may be used for married couples. A \$45 processing fee must also be paid for each applicant even if you’re married. Please provide information on your rental application that is complete, accurate and truthful. An incomplete application will be denied.

**6. Cosigners:** We will accept a co-signer that has verifiable income sufficient to qualify for both their living situation and for the property they are co-signing. The co-signer must fully complete our application and pay the application fee, which is non-refundable.

**7. Application process:** We evaluate every application in the following manner:

- a. We process only one application for a property at a time on a first received basis.

- b. Each adult (18 years or older) must submit a completed rental application, including the signed Rental Policy and Procedures page. All pertinent documentation MUST be submitted with each application. You must answer each question on the application completely.
- c. A nonrefundable application fee of \$45 per adult applicant/occupant, must be received before the application is processed.
- d. If another completed application is received, that application will be processed first if yours is still in complete.
- e. Once the application is complete, we will begin the verification process. We will verify your credit, landlord reference (and/or mortgage) and your employment and/or income verification.
- f. Application processing generally takes 2-4 business days.
- g. Once approved you must bring in the security deposit, in the form of a cashier's check, within 1 business day and sign an Offer to Rent agreement.

**8. Back up Applications:** If you are interested in applying for a property that has a complete application pending, we can accept back-up applications. You will not be asked to pay an application fee if you submit a backup application. If the first application is rejected, we will call the next person(s) who submitted the first back-up application and give them the opportunity to move forward with their application and at that time collect the application fee and supporting documents.\

**9. Move-In:** The first month of rent and security deposit must be paid before the tenant(s) can take possession of the residence. Funds must be received in the form of a cashier's check. After the security deposit & first month rent are paid, you may pay monthly rent by personal check or via ACH through our website.

**10. Pets:** Pets may be acceptable on a case by case basis. In most cases the acceptance of a pet, type of animal and other restrictions will be listed in the property offering. In the event there is no indication of pet allowance, disapproval or you have any other questions about pet approval please be sure to ask the leasing agent for more info. Pets that don't meet the preapproved and offered criteria may be considered on a case by case basis with an increased rental amount and security deposit.

The management company is hereby requested and authorized to speak with or communicate with all the parties and entities identified on the Rental Application. I hereby hold Management One Home Choice Property Management, the owner of the property managed by Management One Home Choice Property Management, any and all persons or agencies free and harmless of any liability for providing written or verbal information and/or discussing the quality of my tenancy and/or the Rental Application.

_____	_____
Applicant	Date
_____	_____
Applicant	Date
_____	_____
Applicant	Date

<b><i>Documents Required to be submitted with your application to complete your screening process:</i></b>
Copy of State ID
Copy of Social Security Card
W2 (Most Recent)
2 Most Recent Pay Stubs (Employer #1)
2 Most Recent Pay Stubs (Employer #2)(if applicable)
2 Most Recent Yrs Tax Returns (if self employed)
SSI/Disability papers if applicable
Child support papers documenting income if applicable
Pet Photo if applicable
List of all monthly obligations
Sign and fill out emplymnt and landlord verification form