

PLEASE NOTE ADDRESS YOU'RE APPLYING FOR:

Applicant's Name:		SSN#
Date of Birth:	email address:	Tel#
Co-Applicant:		SSN#
Date of Birth:	email address:	Tel#
Other Persons to Occupy Unit:		
Name:	Relationship:	Age:
Name:	Relationship:	Age:
Name:	Relationship:	Age:

<u>Current Address</u>			<u>Co-Applicant's Address</u>		
Street			Street		
City			City		
State	Zip		State	Zip	
How long (Mo/Yr) From		To	How Long (Mo/Yr) From		To
Landlord/Mgmt Co.			Landlord/Mgmt Co.		
Address			Address		
Tel#	Rent \$	Own	Tel#	Rent \$	Own
Reason for moving			Reason for moving		

EMPLOYMENT HISTORY		
Employer		Tel#
Address	City	State/Zip
Type of Business		Occupation
Hire Date		Monthly Salary \$

CO-APPLICANT EMPLOYMENT		
Employer		Tel#
Address	City	State/Zip
Type of Business		Occupation
Hire Date		Monthly Salary \$

Additional Income:

Have you ever: Been Evicted?	Refused to pay rent?	Filed Bankruptcy?
DO YOU OWN PETS, ANIMALS?	HOW MANY/SIZE?	DOES TENANT SMOKE?
Au to/Year/Make/Lic# 1.		2.
Nearest Relative:	Address:	Tel#
Emergency Contact:	Address:	Tel#

In compliance with the Fair Credit Reporting Act, this is to inform you that a credit investigation involving the statements made on this application for tenancy at this address is being initiated. I/we certify that to the best of my/our knowledge all statements are "true & complete" I/we further authorize REMAX VALLEY HOMES to obtain credit reports, character reports, and rental history as needed to verify all information put forth in this application.

*****A NON-REFUNDABLE FEE OF \$40.00 IS PAYABLE IN ADVANCE FOR PROCESSING THIS APPLICATION *****
 COMPLETE EVERY ITEM ON APPLICATION. INCOMPLETE AND/OR INACCURATE INFORMATION WILL DELAY OR DENY TENANCY

Applicant's Signature _____ Date _____

Co-Applicant's Signature _____ Date _____

RESIDENT ADMITTANCE POLICY

PURPOSE:

1. To provide a standardized guideline for admitting residents to properties managed by RE/MAX VALLEY HOMES PROPERTY MANAGEMENT.
2. To ensure that all applicants are treated fairly and equally.
3. To eliminate the possibility of discrimination in rental decisions.
4. To ensure that only responsible tenants, who will pay rent on time and maintain the rental property, are admitted to RE/MAX VALLEY HOMES PROPERTY MANAGEMENT properties.

SCORING: Each applicant's screening report shall be reviewed for two types of adverse information: NEGATIVES and TERMINALS. If two or more NEGATIVE items are found in a report, with no extenuating circumstances, the applicant shall be rejected. If any on TERMINAL item is found, without extenuating circumstances, the applicant shall be rejected.

NEGATIVES: The following items shall be considered negative items.

- Any credit account that has more than five 30-day late payments in the last three years.
- Any account that has more than one 60-day late payment in the last three years.
- Any credit account that has one or more 90-day late payment in the last three years.
- Any credit account that is currently rated more than 30-days late.
- Any credit account which is rated as having gone to collection.
- Any collection, judgment, bankruptcy, or lien.
- Any landlord references that includes more than two late rent payments.
- Any instance of a damage deposit which was not returned due to damage to the rental unit (Beyond normal wear and tear).
- Any instance of proper intent to vacate notice not being given to a landlord.
- Any instance of unauthorized pets of persons occupying a unit rented to the applicant.
- Any instance of a lease being broken by the applicant.
- Any employment situation which is temporary or seasonal in nature.
- Any bank reference which shows more than one NSF check in the previous 12 months.
- Any previous rental history less than 2 years.

Terminals: The following items shall be considered terminal, and shall be sufficient to decline the application:

- Any OPEN bankruptcy (a bankruptcy to which new claims can still be added).
- Any collection filed by a property management company.
- Any eviction or Unlawful Detainer action.
- Any current 3-Day Notice.
- Any income level (or combined income level in the case of married applicants (but not in the case of co-applicants) which is less than 3.0-3.5 times the rent of the unit applied for.
- Any conviction for the selling of drugs, or possession of drugs with the intent to sell.
- Any employment reference which states that the applicant will be terminated in the near future where other potential income is less than 3.0-3.5 times the rent of the unit applied for.
- Any gross distortion on the truth by the applicant on the written application.

Extenuating Circumstances: In some cases the manager may feel that an applicant who does not qualify under this policy might still be acceptable risk due to extenuating circumstances. Such circumstances might include but are not limited to severe medical problems, recent death of a spouse, a temporary period of unemployment in the past, negative information confined to a single landlord reference, ect. In these situations the manager may request a review by owner of said property who may, at their discretion, approve or decline the application.

Anti-Discrimination: No applicant shall be declined residency on the basis of their race, sex, religion, marital status, or age.