



APPLICATION SCREENING

Application Process

- We do not accept applications from current tenants of Rosewood as it is a conflict of interest
- If applicant is accepted, move in & all funding is expected within 48 hours
- We do not rent "site unseen"
- For each person 18 & older; bring a completed application, application fee of \$60 per person per property applying for, social security card, license or US state issued ID, and most recent paystub to our office
- Applications are available to all whom inquire about the rental
- We review completed applications in order received and chose the most qualified applicant
- Up to 5 days may be required to verify application information
- If we are unable to verify application information, the application may be denied
- All move in monies must be paid in guaranteed funds only. No personal checks or credit cards
- All units, INCLUDING GROUNDS, are non-smoking. Pets are accepted only if indicated
- We do not allow: commercial use of our residential units regardless of zoning, satellites or marijuana growth of any kind

Screening Guidelines

Identification:

- Each applicant age 18 or older must submit an individual application with a \$60 non-refundable processing fee per property
- Applicant must show 2 pieces of identification: state driver's license/photo ID & your social security card

Rental History

- Rental history of 4 years must be verifiable from an unbiased/unrelated source; where a written contract existed; and of a similar rate range
- If applicants are unrelated, history must be 4 years as co-applicants
- Applicants must provide us with the information needed to contact past landlords. We reserve the right to deny if after making good faith effort we are unable to verify prior address, occupants, payment history, compliance history

Income

- Net household income shall be at least 3 times the rent excluding utilities
- Income must be verifiable through paystubs, bank statements, filed tax returns
- Verifiable income of 3 years; current employment of 2 year

Credit/Criminal/Public Records

- Negative credit report may result in denial of application or requirement of additional deposit
- Negative criminal/public records within the last 5 years will result in denial of application
- Any individual who is a current illegal substance abuser, or has been convicted of illegal possession/distribution/manufacturing of a controlled substance will be denied

Screening Process

- ✓ Based upon the application we determine whether the applicants meets our screening guidelines
- ✓ We verify income/resources
- ✓ We check with current & previous landlords
- ✓ A credit/criminal public records check is obtained
- ✓ Additional deposit may be required for any deficiencies, or the application can be denied
- ✓ Denied applicants may not reapply
- ✓ The applicant's demeanor during showing and screening will be considered
- ✓ Any animals will also be screened in person at our office

Applicants have the right to dispute the accuracy of any information provided to the Agent by a screening service or credit reporting agency. By signing below applicant acknowledges the screening guidelines and application process and Agent may obtain a tenant screening or credit report from an agency of their choice and rental references from previous Landlords.

Applicant

Date



RENTAL APPLICATION

PROPERTY APPLYING FOR: _____ MOVE IN BY?: _____

MAILING ADDRESS if it will not be this property: _____

NAME

First: _____ Middle: _____ Last: _____ Phone #: _____

SS#: _____ DOB: _____ Driver license/State ID #: _____ State: _____

EMAIL ADDRESS: _____

Current address: _____ City: _____ State: _____ Zip: _____

Since: _____ Why are you moving? _____

Current landlord: _____ Phone #: _____

Current rent rate: _____

Previous address: _____ City: _____ State: _____ Zip: _____

From: _____ Thru: _____ Why did you move? _____

Landlord: _____ Phone #: _____

Rent rate at time: _____

Previous address: _____ City: _____ State: _____ Zip: _____

From: _____ Thru: _____ Why did you move? _____

Landlord: _____ Phone #: _____

Rent rate at time: _____

Have you EVER: Been evicted? _____ Sued by a landlord? _____ Filed bankruptcy? _____ Committed a crime/offence? _____

EMPLOYMENT

Current employer: _____ Since: _____

Take home pay per month: _____ Be prepared to provide current paystubs and tax returns current and past

Previous employer: _____ Duration _____

Other TAXABLE income: _____ Amount Per month: _____

PERSONAL PROPERTY

1) Automobile: Make _____ Model _____ Year _____ License: _____ State _____

Month & year of expiration _____

2) Automobile: Make _____ Model _____ Year _____ License: _____ State _____

Month and year of expiration _____

FOR OFFICE USE ONLY:

Monthly rent: \$ _____ Amount of standard deposit: \$ _____ Additional deposit: \$ _____

Application fees: \$ _____ # of units available: _____ Applicant #: _____ Date: _____ Time: _____

Copied picture id? _____ Copied social security card? _____

3) Other Vehicle: Make _____ Model _____ Year _____ License: _____ State _____
Month and year of expiration _____

ANIMALS

Breed: _____ Age: _____ Weight: _____ Male _____ Female _____ Spayed/Neutered? _____

Color _____ Name _____

Breed: _____ Age: _____ Weight: _____ Male _____ Female _____ Spayed/Neutered? _____

Color _____ Name _____

Written proof of vaccinations is required for ALL ANIMALS. _____ (initial you have read)

ALL ANIMALS will be screening at our office. _____ (initial you have read)

MEMBERS OF HOUSEHOLD – for purposes of identification only, please list name and birth date of all persons to occupy the unit:

_____	_____
_____	_____
_____	_____
_____	_____

IN CASE OF EMERGENCY PLEASE CONTACT:

Name: _____ Phone #: _____

APPLICANT SCREENING CHARGE DISCLOSURE RECEIPT:

- 1) Agent may obtain a tenant screening or credit report from an agency of their choice, which generally consists of:
 - a. Credit history including credit standing
 - b. Public records, including but not limited to judgments, liens, evictions & status of collections accounts
 - c. Information verification
 - d. Current obligations & credit ratings
 - e. Criminal records
- 2) Applicant agrees to/acknowledges the following:
 - a. I have the right to dispute the accuracy of any information provided to the Agent by a screening service or credit reporting agency
 - b. I am aware that an incomplete application may cause delays or result in denial of tenancy. I certify the above information is correct & complete & hereby authorize you to make any inquiries you feel necessary to evaluate any & all of this information, including but not limited to my tenancy, credit standing, employment & bank references.
 - c. Agent is requiring payment of an Application Screening Charge to the applicant, for the purpose of processing an application, of \$60 per person 18+ years, none of which is refundable unless the Agent does not screen the applicant. Application is valid for up to 2 weeks from date of receipt by Owner/Agent. Application acknowledges receiving copy of / reading / & understands Agent's Applicant Screening Guidelines.

Fee Schedule:

Smoking in a non-smoking area/unit	\$250.00/ Occurrence	Animal violation fee: \$75.00/Occurrence
Late fee	\$120.00/Occurrence	Returned check fee: \$75.00/Return
Garbage/rubbish/waste fee:	\$75.00/Occurrence	Animal waste fee: \$75.00/Occurrence
Parking/vehicle violation fee:	\$75.00/Occurrence	Unauthorized Animal fee: \$250.00/Occurrence
Smoke alarm/CO2 tampering fee	\$250.00/Occurrence	

We do not allow barbeques, satellites, RV storage, pools, hot tubs, trampolines, chickens, reptiles, smoking, or marijuana growth. _____ Initial you have read.

I have read & understood Rosewood Property Management LLC's screening policies & have had any questions answered regarding the application process.
I acknowledge all vehicles must have current license and registration..

Applicant _____

Date _____

To apply: complete ALL AREAS OF APPLICATION & pre-screen process, view unit, provide application fee (cash or money order only), social security card, state ID, & income verification. We have the right to request further written documentation.

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