

# RAINTREE MANAGEMENT, INC RESIDENTIAL RENTAL APPLICATION

***35.00 Applicant Screening Fee Required - See Applicant Screening Disclosure***

**PROPERTY INFORMATION - TO BE COMPLETED BY MANAGER**

Property Address \_\_\_\_\_  
 Rent \_\_\_\_\_ Security Deposit \_\_\_\_\_ Renters Insurance  Required  Recommended  
**Smoking**  Allowed;  Allowed outside;  Not Allowed **Marijuana Use or Cultivation**  Allowed;  Not Allowed  
**Pets**  May Be Allowed;  Not Allowed. Pets may be limited in size, number and or breed. Additional deposit ***IF*** pets allowed \_\_\_\_\_ 500.00 per pet.  
 \*\*\*\*\*  
 Application received: Date \_\_\_\_\_ Time \_\_\_\_\_ No. similar units available \_\_\_\_\_ Applicant # \_\_\_\_\_  
 Desired Move-in Date \_\_\_\_\_ Identification Examined  Yes  No **Lead Paint Disclosure Provided**  Yes  No

**FOLLOW THE ATTACHED INSTRUCTIONS - OTHERWISE WE WILL NOT PROCEED  
LIST ALL THE ADDRESSES WHERE YOU HAVE LIVED FOR THE LAST FIVE YEARS**

Applicant Full Legal Name (include middle name) \_\_\_\_\_ Birthdate \_\_\_\_\_  
 Phone \_\_\_\_\_ Social Security No. \_\_\_\_\_ Driver's License No. \_\_\_\_\_ State \_\_\_\_\_  
 Current Mailing Address \_\_\_\_\_  
**IS IT OK TO COMMUNICATE BY EMAIL?**  NO  YES **EMAIL ADDRESS** \_\_\_\_\_  
 Have you ever used other names past or present (maiden/married names/aliases, etc. )  Yes  No If yes, list names used \_\_\_\_\_

**WHERE DO YOU LIVE NOW** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_  
 Move In Date \_\_\_\_\_ Do you pay rent \_\_\_\_\_ Amount \_\_\_\_\_ Why are you moving \_\_\_\_\_  
 Type of dwelling \_\_\_\_\_ Was your name on the rental agreement \_\_\_\_\_ Others on the agreement \_\_\_\_\_  
 Name of person you paid rent or mortgage to \_\_\_\_\_ Phone (required) \_\_\_\_\_  
 Explain your relationship to the person you pay rent/mortgage to:  Property Owner  Private Manager  Management Co  Mortgage Co  Friend  
 Relative  Other Renter Comments: \_\_\_\_\_

**WHERE DID YOU LIVE BEFORE THAT** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_  
 Move In Date \_\_\_\_\_ Out \_\_\_\_\_ Did you pay rent \_\_\_\_\_ Amount \_\_\_\_\_ Why did you move \_\_\_\_\_  
 Type of dwelling \_\_\_\_\_ Was your name on the rental agreement \_\_\_\_\_ Others on the agreement \_\_\_\_\_  
 Name of person you paid rent or mortgage to \_\_\_\_\_ Phone (required) \_\_\_\_\_  
 Explain your relationship to the person you paid rent/mortgage to:  Property Owner  Private Manager  Management Co  Mortgage Co  Friend  
 Relative  Other Renter Comments: \_\_\_\_\_

**AND BEFORE THAT** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_  
 Move In Date \_\_\_\_\_ Out \_\_\_\_\_ Did you pay rent \_\_\_\_\_ Amount \_\_\_\_\_ Why did you move \_\_\_\_\_  
 Type of dwelling \_\_\_\_\_ Was your name on the rental agreement \_\_\_\_\_ Others on the agreement \_\_\_\_\_  
 Name of person you paid rent or mortgage to \_\_\_\_\_ Phone (required) \_\_\_\_\_  
 Explain your relationship to the person you paid rent/mortgage to:  Property Owner  Private Manager  Management Co  Mortgage Co  Friend  
 Relative  Other Renter Comments: \_\_\_\_\_

**LIST OTHER ADDRESSES NECESSARY TO COMPLETE YOUR FIVE YEAR HISTORY ON ANOTHER PAGE OR ON THE BACK**

**TELL US WHERE YOUR INCOME WILL COME FROM WHILE LIVING AT THE PROPERTY YOU ARE APPLYING FOR  
 ALL STATED INCOME MUST BE VERIFIABLE**

**Applicant Employer** \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Date Employed \_\_\_\_\_ Position \_\_\_\_\_ Monthly Take Home \_\_\_\_\_  
 Other Income (list amount, source and frequency) \_\_\_\_\_  
 TOTAL OF ALL MONTHLY INCOME \$ \_\_\_\_\_

**LIST TWO REFERENCES THAT ARE NOT RELATED TO YOU AND ARE NOT LISTED ELSEWHERE ON THIS APPLICATION**

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**Nearest Relative Who Will Not Be Living with You:** Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Relationship \_\_\_\_\_

**WHERE DO YOU BANK**

Bank \_\_\_\_\_ Branch \_\_\_\_\_ Type of Account \_\_\_\_\_

TOTAL MONTHLY DEBT (excluding rent and utilities) \$ \_\_\_\_\_

**OTHER INFORMATION**

**NAMES AND BIRTHDATES OF EVERYONE WHO WILL OCCUPY THE PREMISES, INCLUDING YOURSELF**

Name \_\_\_\_\_ Birthdate \_\_\_\_\_  
Name \_\_\_\_\_ Birthdate \_\_\_\_\_  
Name \_\_\_\_\_ Birthdate \_\_\_\_\_  
Name \_\_\_\_\_ Birthdate \_\_\_\_\_  
Name \_\_\_\_\_ Birthdate \_\_\_\_\_

How would you rate your yard & housekeeping skills  Meticulous  Clean but comfortable  Messy - not filthy  Needs improvement

Would you object to an unannounced inspection of your current residence  Yes  No

Do you own a vacuum cleaner?  Yes  No Lawn Mower  Yes  No Does anyone to occupy the premises smoke  Yes  No

Has anyone to occupy the premises ever:

Been evicted  Yes  No; Sued by a Landlord  Yes  No; Refused To Pay Rent When Due  Yes  No;

Filed Bankruptcy  Yes  No; if yes when \_\_\_\_\_

Have you **EVER** been party to court action involving **ANY** illegal activity - this includes felony, misdemeanor, DUII, traffic, etc.  Yes  No If yes to any of the above, please explain include date, place and nature of the offense. \_\_\_\_\_

**LIST ALL VEHICLES, CAMPERS, BOATS, MOTORCYCLES, ETC. THAT WE MIGHT SEE AT THE PROPERTY**

Vehicle Make & Model \_\_\_\_\_ Year \_\_\_\_\_ License No \_\_\_\_\_ State \_\_\_\_\_  
Vehicle Make & Model \_\_\_\_\_ Year \_\_\_\_\_ License No \_\_\_\_\_ State \_\_\_\_\_  
Vehicle Make & Model \_\_\_\_\_ Year \_\_\_\_\_ License No \_\_\_\_\_ State \_\_\_\_\_  
Other Vehicles (include campers, boats, etc.) \_\_\_\_\_

Does anyone in your household have: Water filled furniture?  Yes  No; Aquarium  Yes  No; Piano/Organ  Yes  No;

Do You have Pets  Yes  No; if so list how many \_\_\_\_\_ Type(s)/Breed(s): \_\_\_\_\_

Gender: \_\_\_\_\_ Spay/Neuter: \_\_\_\_\_ Name(s): \_\_\_\_\_

**PLEASE INCLUDE VETERINARY RECORDS & PHOTOS OF ALL PETS WITH APPLICATION**

**APPLICANT SCREENING DISCLOSURE**

1. An applicant screening charge of \$35.00 per adult applicant is to be paid upon submission of a completed rental application to cover the cost of obtaining information on the applicant and processing the application and must be paid with cash or certified funds, **NO CHECKS**
2. The applicant screening charge is non-refundable, however, if the vacancy is filled prior to the screening process or the application is not processed for any reason, the charge will be refunded.
3. The application will be processed by Owner/Agent
4. The applicant screening process or Investigative Consumer Report, MAY include any or all of the following. By signing below, applicant gives express consent to Raintree Management, Inc, to perform the inquiries listed below. Failure to grant consent will result in the inability of Raintree Management, Inc to process the application.
  - a. Consumer credit report
  - b. Verification of Information From Current and Previous Landlords or Mortgage Company
  - c. Verification of Income Provided on the Rental Application
  - d. Check of Personal References
  - e. Criminal Background Check
  - f. Public Records Check
  - g. Other Sources of Information that may be discovered during the screening process
5. If your application is denied based in whole or part on information received from tenant screening service or consumer credit reporting agency, you will be notified of that fact at the time of notification of denial of the Rental Application and you will also be notified of the name and address of the service or agency.

**35.00 Applicant Screening Fee Required**

APPLICANT HAS RECEIVED AND READ SCREENING CRITERIA AND APPLICANT SCREENING DISCLOSURE CONCERNING THE APPLICANT SCREENING PROCESS. Init \_\_\_\_\_

APPLICANT HEREBY GIVES EXPRESS CONSENT TO RAINTREE MANAGEMENT, INC. TO OBTAIN A CONSUMER CREDIT REPORT. Init \_\_\_\_\_

APPLICANT(S) CERTIFY THE ABOVE INFORMATION IS TRUE AND CORRECT AND HEREBY AUTHORIZES RAINTREE MANAGEMENT, INC TO MAKE INQUIRIES NECESSARY AS STATED FOR THE PURPOSE OF EVALUATION FOR TENANCY.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

# RAINTREE MANAGEMENT, INC

## RENTAL APPLICATION SCREENING CRITERIA

**FOLLOW THESE INSTRUCTIONS WHILE COMPLETING THE APPLICATION OTHERWISE WE WILL NOT PROCESS IT**

Raintree Management, Inc is an equal housing property management company. We do not discriminate on the basis of race, color, national origin, sex, religion, marital status, source of income, familial status, handicap or disability. We do discriminate, however on the basis of how one pays the rent, obeys laws, handles professional relationships, treats neighbors and takes care of property. We will perform an investigative consumer report through which we attempt to obtain written, oral or other communication concerning your credit worthiness, character, general reputation, personal characteristics, mode of living as well as verification of income and verification other information you provide on your application. If you feel you meet our criteria, we encourage you to apply.

**We have tried to list the criteria by which we evaluate rental applications. Carefully read through it, but keep in mind that the criteria is a guideline and that we do evaluate each application on a case by case basis and reserve the right to make exceptions if, in using our best judgment, we feel the applicant will be a tenant who will pay rent on time, take exceptional care of the property, will not disturb the neighbors and who will abide by all laws and the terms of the rental agreement. Please feel free to provide alternative measures by which we can evaluate your application or add additional comments, either on the back of the application or a separate sheet of paper, if you feel further explanation of an item on the application will benefit you. WE MUST BE ABLE TO OBTAIN ENOUGH POSITIVE INFORMATION TO BE CONVINCED YOU WILL BE THE TYPE OF TENANT DESCRIBED ABOVE.**

### **35.00 APPLICATION FEE REQUIRED PER ADULT**

**Completely fill out each part of the application . We will not consider an incomplete application.**

#### **FIRST:**

1. Applications are processed in the order received. We rent to the first qualified person presenting a complete, legible application without any blanks and who meet the criteria listed. We must be able to verify all pertinent information. If, after a good faith effort, we are unable to do so, we will move on to the next applicant. It is up to you to provide us with the information we need. **We cannot make a decision without the requested information and we will not search for it. We will only make TWO attempts to contact each reference. If, after TWO DAYS, we have been unable to speak with your references, we will move on to the next applicant.** We strongly suggest that you take steps to be sure your references will be available.
2. We need a separate completed application on each person to occupy the premises who is 18 years of age or older or who is emancipated.
3. Two forms of ID are required, one must have a picture. We will take a photocopy for the file.
4. Providing ANY false information shall be grounds for rejection or subsequent termination of tenancy.
5. You must sign the application and initial that you have read the criteria. We cannot process the application without it.
6. Within 24-hours of approval, you must either sign a rental agreement and pay the first month's rent and security deposit or sign an agreement to hold the property and pay the security deposit. We can only hold a property for approximately seven days. Prorated rents shall apply to the 2nd month.
7. Initial rental payment and security deposit may not be in the form of a personal check.

#### **CRITERIA:**

1. **CREDIT:** Except under certain circumstances, we obtain a consumer credit report on each applicant. Negative credit alone may not disqualify you, however, unpaid utility bills, unpaid liens, judgments or collection accounts may cause your application to be denied or we will require double deposit. If you owe a landlord money, you will be denied. You may provide us with an explanation for any negative credit that may show up. We are looking for applicants that routinely and regularly pays their bills.
2. **INCOME:** Total income for the household must be at least 3 times the rental amount. Income may include food stamps, child support or any other legal source of income. If you are a Section 8 tenant, your assistance will be considered a part of your income. We must be able to verify your stated income. If the source is other than employment such as retirement income, public assistance or self-employment, you must provide proof in the form of award letters, income tax returns, or bank statements. We evaluate your income for stability and reliability.
3. **DEBT:** If you have excessive debt, 66% or more of your income including rent, you may be denied.
4. **OCCUPANCY:** Guidelines are two persons per bedroom. Exceptions may be made based on size & configuration of the unit. Children under the age of two are not considered in the count. We do not rent to more than two family groups per unit regardless of family size.
5. **RESIDENT HISTORY:** You must tell us where you have lived for the last **FIVE CONSECUTIVE YEARS** with no gaps in the date ranges even if you have not rented. You must have 3 years Rental History within the last 5 years and it must be verifiable from unbiased, independent, unrelated sources. Landlord references are very important. The way you paid your rent and took care of the property provides the best indication of how you will deal with future rentals. If we are unable to verify information we require from your previous landlords to complete the application or negative information is received from a landlord it will result in denial of application. Renting from friends or family will not be considered. If you do not have three years of rental history, you may be required to pay double deposit or you may be denied, depending on other information obtained. We may visit your current residence if possible. If your unit is excessively messy and uncared for, we will deny the application.
6. **EVICCTIONS:** We normally do not rent to anyone who has been evicted, however we may consider your tenancy if the eviction was over five years ago and was for nonpayment of rent, you currently have sufficient income, you have had perfect rental history since the eviction, you do not owe a landlord money, there has not been more than one eviction, there is no negative information received from the evicting landlord except for nonpayment and you are willing to pay double deposit.
7. **COURT/CRIMINAL RECORDS:** We will check criminal and other court records. Please report any & all violations including felonies, misdemeanors, DUII, traffic, etc. You will be denied if we find current or past use, sale and/or manufacture of illegal drugs. You will be denied if you have been convicted of felony or misdemeanor crimes against people, sex offence, financial fraud, identity theft, forgery or a crime that would adversely affect property of the landlord, a tenant or the health, safety or right to peaceful enjoyment of the premise by others. You will be denied if we find excessive convictions of any kind, including traffic violations. This shows irresponsibility and disregard for the law. We are looking for responsible tenants who will be good neighbors. Failure to disclose requested information will result in automatic denial. We will look at and consider all past criminal history - there are no time limitations. You are welcome to discuss the circumstances regarding your criminal history with us for consideration **PRIOR** to submitting an application.
8. **OTHER SOURCES:** Other information we may uncover that leads us to believe your tenancy would be a threat to neighbors, other tenants or the property will result in denial.
9. **BEHAVIOR:** Demeanor or manners during the application and interview process will be considered. If you or persons with you are rude or in any way display behavior that causes us to believe you won't get along with the neighbors or take care of the property, you may be denied.
10. **REASONABLE ACCOMMODATION:** We attempt to provide reasonable accommodation in rules, policies, practices and services. If you feel you need reasonable accommodation, please ask.
11. **EXCEPTIONS:** If we do make an exception to our criteria, we will ask for increased security deposit. We do not accept co-signers.
12. **PETS:** In properties allowing pets, you will be required to pay additional security deposit of \$500.00 per pet. Pets are defined as any animal capable of doing property damage or personal injury. We reserve the right to restrict size, breed & number of animals if pets are accepted.
13. **TOBACCO/MARIJUANA:** Use of tobacco products is not allowed inside any property that we manage. Unless approved by the property owner, marijuana is not allowed to be grown or consumed on any property we manage.

**35.00 APPLICATION FEE REQUIRED PER ADULT**



# **RAINTREE MANAGEMENT, INC.**

## **FUNDS ACCEPTANCE/PET POLICY/UTILITIES**

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### **FUNDS ACCEPTANCE**

#### **SCREENING CHARGES**

Cash  
Money Order  
Cashiers Check  
No Personal Checks

#### **INITIAL MOVE-IN CHARGES**

Cash  
Money Order  
Cashiers Check  
Deposit and rent must be separated  
No Personal Checks

### **ALL TENANT PAYMENTS AFTER INITIAL MOVE-IN**

Money Order  
Certified funds *only* after the 4<sup>th</sup>

Cashiers Check  
Personal check accepted for rent paid by th 4<sup>th</sup> of the month

**No Two Party Checks Under Any Circumstances**  
**No Checks From Anyone We Do Not Know**

### **PET ACCEPTANCE POLICY**

**The following guidelines are used if pets are allowed – they are not allowed in all properties**

1. We allow common domestic household pets only, small caged birds, small caged rodents (hamsters, Guinea pigs), small caged reptiles (turtles, lizards), fish, some dogs and house cats. NO WILD ANIMALS, SNAKES, LARGE BIRDS OR POT BELLIED PIGS ARE ALLOWED. There may be additional types of animals that are not allowed. Management has the final say-so regarding approval and acceptance of pets.
2. There may be properties where one or more type of animal is not allowed.
3. We do not accept dogs known to be “aggressive” including, but not limited to pit bulls, bull mastiffs, Rottweillers, Dobermans, German Shepherds, etc. or animals that may be disallowed by an owners insurance company in **any** property.
4. We do not accept puppies less than nine months old.
5. We may limit the size and or number of pets.
6. All pets must be spayed or neutered, proof provided prior to move-in.
7. All pets must have current registration (if required by law), proof provided prior to move-in.
8. All pets must have current vaccinations, proof provided prior to move-in.
9. You may be asked to carry renters insurance if you have a dog or a large fish tank.
10. We may ask to meet the animal.
11. We may ask for references on the animal.
12. Additional security deposit in the amount of 500.00 per pet will be charged. This must be paid in full prior to move-in.
13. All “pet rules” must be followed. These will be provided to you upon move-in or upon request.
14. **URINE CONTAMINATION** – Urine is an oil based substance which cannot be removed from carpets. Anyone renting a property from Raintree Management will be asked to sign a form stating they agree to replace carpets that may be contaminated with urine and pay to repair any additional damage.

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### **UTILITIES**

**All utilities that you are responsible for will need to be transferred to your name *prior* to signing the rental agreement and taking possession of the premises. Please bring verification with you to the signing appointment.**