

RAINTREE MANAGEMENT, INC RESIDENTIAL RENTAL APPLICATION

40.00 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
(Rented, Owned, Friends, Family, Hotel all place you have physically stayed)

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; Relationship _____ 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; Relationship _____ 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; Relationship _____ 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 \$40.00 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.

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: _____



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.**

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 and or embellishing the truth on the application 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 information 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 (Rented, Owned, Friends, Family, Hotel; all places you have physically stayed)** 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, asked to pay double deposit or you may be denied, depending on the property you are applying for or 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. **To rent ANY house and selected apartments or duplexes you MUST have three years unbiased rental history or home ownership. If required for an apartment or duplex it will be noted in the advertising of that unit. There will be no modification of this requirement.**
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 submit a letter of explanation 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.

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 4th

Cashiers Check
Personal check accepted for rent paid by the 4th 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.

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.