

Rental Process and Application Disclosure

We pledge to honor the letter and spirit of the U.S. Policy for the Achievement of Equal Housing Opportunity throughout the Nation. We encourage and support a program in which there are no barriers to obtaining housing because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin.

Additionally, should any state or local law offer more protection, we shall adhere to those laws as well.

Our leasing consultants will be happy to show you our available rental homes at absolutely no charge to you. You may also preview our properties 24 hours a day on-line at www.RpmAzaleaCity.com

Application Processing and Time Frame:

- Processing an application normally takes between two (2) to three (3) business days. In some cases, the approval of homeowner associations, condo associations, homeowners, or unforeseen circumstances may require a longer processing period. Please be assured that we will contact you immediately upon determination of approval or denial. All adult applicants over the age of 19 must submit a fully completed, dated and signed rental application and application fee.
- No rental property will be held vacant for more than 14 days, unless approved by Real Property Management Azalea City.

Cost:

- If you decide to apply to rent one of our properties, there is a \$50.00 per adult application fee that is “non-refundable.” This application fee must accompany the completed application form provided to you by our company. Incomplete applications or applications submitted without the proper application fee(s) will not be considered and the application fee(s) for incomplete applications will not be refunded.
- Some Homeowner and Condominium Associations may require a separate application and fees. If this is the case, you must also apply separately to the homeowner or condominium association and remit whatever additional application fee may be required.

Applicant's Initials (_____) (_____) (_____)

The Application:

- Upon receipt of your rental application and application fee(s), you can expect and hereby authorize that we will: (1) check your credit report, (2) check the public records for any past evictions, (3) verify your employment, (4) verify your previous landlord references, and (5) conduct a criminal background check. We would encourage you not to apply if you have bad references, have ever been evicted in the past, or have a criminal record. Co-signers may be considered on an individual basis.
- Once you have been notified of your approval, you must place (at a minimum) a security deposit (by cashier's check or money order) equal to at least one (1) month's rent within 48 hours of your approval notification. Once approved and payment of the security deposit is paid, your security deposit becomes non-refundable. In the event that you fail to enter into the lease agreement or refuse to take possession of the property on or before your applied-for beginning rental date, you shall forfeit these funds as liquidated damages. Due to the high demand for rental homes, we will not hold the property you applied for off the rental market for more than 48 hours unless you provide the required security deposit. If you do not comply with this requirement, we may rent the home you applied for to someone else, and your application fee is non-refundable.
- The property must be accepted in "AS IS" condition before an application can be accepted, except where there is written agreement for maintenance or repair items. Any such maintenance or repair request (if any) must be written and included with your application under "Other Items Requested," in the contract-to-lease portion of your application. If your maintenance and repair request are acceptable to Real Property Management, then that agreement will be written into the lease or lease addendum. Verbal representations are non-binding. In the event that the manager shall receive two or more unrelated applications for the same property, the applicant understands that the manager may select the applicant desiring the property in "AS IS" condition over another applicant requesting maintenance or repairs. In all cases, the application fee is non-refundable.
- All initial funds (e.g., security deposit, first month's rent,) must be paid by cashier's check or money order payable to "Real Property Management." Payments in subsequent months may be paid by check.

Resident Selection Criteria:

- Applicants must have a combined gross income of at least three (3) times the monthly rent. Incomes must be verified in writing using recent pay stubs. Rental history must be rated satisfactory or better, with no record of evictions. We reserve the right to require a co-signer. Co-signers are accepted at the managers discretion only, must meet all requirements, and must reside in the State of Alabama.
- Self employed applicants may be required to produce two (2) years of signed tax returns or IRS 1099 forms. Non-employed applicants must provide proof of income.
- Credit history and/or Civil Court Records must not contain, eviction filings, collections, liens. We will not provide you with the credit report or tell you of its contents. However, we will provide you with the name of the credit reporting agency so you may receive a copy from that agency. We consider all information collected for the approval or denial of this application to be confidential and for the company's exclusive use.
- Applicant's Initials (_____) (_____) (_____)

- If you have been convicted of a felony within the past seven (7) years, this is cause for rejection. Applicant must not have a felony record that was adjudicated guilty or had adjudication withheld for the past seven (7) years, or any conviction of any length of time for any drug-related, sexual-related, murder-related, or arson-related crime.
- Valid current photo ID documentation (driver's license, military ID, or State ID) is required.
- Rental history reports from previous landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints (e.g., noise, disturbances, illegal activities), no NSF checks, and no damage to rental property or failure to leave the property clean and without damage when you left the property.
- Current occupancy standards mandate a maximum of two (2) persons per bedroom, except for infants under four (4) years of age.
- No pets (with the exception of medically necessary pets) of any kind are permitted without the specific written permission of Real Property Management in the lease document (i.e., a pet addendum to lease) and an additional pet application fee of \$50.00 per pet. Each property will require an additional non-refundable pet fee of an amount of \$250 or higher. If a higher pet fee or rent amount is required, you will be notified at the time of the application.

The following pets will not be accepted under any circumstances: GERMAN SHEPHERDS, DOBERMANS, PIT BULLS, CHOWS, OR ROTWEILLERS.

- Some Homeowner and Condominium Associations may require a separate application. If so, you must also apply separately to the association. Approval by the homeowner or condo association is a mandatory prerequisite to our approval of your application.
- Security deposits are security for faithful performance by tenants of all terms, covenants, and conditions of the lease agreement and tenants may not dictate that the security deposit be used for any rent due. Unless claimed due to a breach of lease, cleaning charges or damages, the security deposit is refundable when the tenants move out of the property at the expiration of the lease term.
- Any exceptions to these criteria will need to be submitted in writing to Real Property Management for consideration. If approval is then given for such exceptions, additional security deposit, co-signers and/or additional "higher" rent may be required.

Applicant's Initials (_____) (_____) (_____)

Other Issues:

- Rents quoted are the rental amounts due if paid on time, (on or before the 5th of each month by 5:00 PM) otherwise, the late charge is an amount as specified in the lease agreement if rents are delinquent.
- Keys will be released on the first (1st) day of occupancy as stated in the lease agreement. Request for keys earlier must be accompanied with additional pro-rated rent and must have Real Property Management's prior approval.
- Multiple Applications – It is entirely possible that Real Property Management may receive multiple applications from unrelated individual applicants on the same property at approximately the same time. If such is the case, we will process all applications for consideration as to what we (in our sole discretion) deem the best applicant, which may not necessarily be the first application received. In such cases, more than one applicant may be acceptable although only one (1) will eventually be approved. In order to evaluate the various applications, it is necessary for Real Property Management to expend time and cost in credit reports, criminal reports, and other administrative activities. Consequently, it is our policy that the application fee is non-refundable. If your application is acceptable but not the approved for the property for which you are applying, you may consider applying for other available properties that we may have without payment of an additional application fee.
- Leasing Consultants – Real Property Management provides leasing consultants who will provide you with opportunities to preview our properties; distribute rental information, applications, rental process and application disclosures; and generate contracts to lease our properties. The leasing consultant will also submit your application to Real Property Management for processing. Please understand that the leasing consultant is not authorized to negotiate on behalf of Real Property Management. Verbal representations are non-binding. Once your application is submitted to Real Property Management, the approval/denial and negotiation process (if any) will be handled by the property manager in charge of the property for which you are applying.
- *Rental Process and Application Disclosure* is an integral part of my/our rental application. I/we do hereby acknowledge that I/we understand and agree to the terms of application and rental process as described herein. I/we further acknowledge that I/we have seen and previewed the rental property (both inside and outside) for which we are applying.

Applicant's Initials (_____) (_____) (_____)

APPLICATION DATE:	THE NON-REFUNDABLE APPLICATION FEE IS \$50.00 PER ADULT APPLICANT.
RENTAL ADDRESS:	MONTHLY RENT: \$
DATE LEASE IS TO BEGIN:	SECURITY DEPOSIT:\$
INITIAL TERM OF LEASE:	NON-REFUNDABLE PET FEE: \$

APPLICANT FULL NAME _____ MAIDEN _____ SSN#: _____

PRESENT ADDRESS: _____

DRIVER'S LICENSE#: _____ STATE _____ DATE OF BIRTH: _____

HOME PHONE: (_____) _____ E-MAIL ADDRESS: _____

SPOUSE'S NAME: _____ PHONE _____ SSN#: _____

DRIVER'S LICENSE#: _____ STATE _____ DATE OF BIRTH: _____

APPLICANT EMPLOYER'S NAME & ADDRESS : _____

_____ ZIP _____ PHONE(_____) _____

HIRE DATE: _____ POSITION: _____ GROSS MONTHLY INCOME: \$ _____

PREVIOUS EMPLOYER NAME & ADDRESS: _____

HOW LONG: _____ GROSS MONTHLY INCOME: _____ PHONE: (_____) _____

SPOUSE EMPLOYER'S NAME & ADDRESS: _____

_____ ZIP _____ PHONE: (_____) _____

HIRE DATE: _____ POSITION: _____ GROSS MONTHLY INCOME: \$ _____

PREVIOUS EMPLOYER NAME & ADDRESS: _____

HOW LONG: _____ GROSS MONTHLY INCOME: _____ PHONE: (_____) _____

CURRENT ADDRESS: RENT _____ OR OWN _____ IF OWNED PAYMENT AMT _____

WILL THE MORTGAGE PAYMENT CONTINUE _____ MOVE IN DATE _____

CURRENT LANDLORD'S NAME & ADDRESS: _____
 _____ MOVE IN DATE _____

LANDLORD'S PHONE: (_____) _____ CURRENT RENT \$ _____

PREVIOUS LANDLORD'S NAME & ADDRESS: _____
 _____ MOVE IN DATE _____ MOVE OUT DATE _____

PREVIOUS LANDLORD'S PHONE: (_____) _____ PREVIOUS RENT \$ _____

PERSONS TO OCCUPY DWELLING:	AGE	SEX	SOCIAL SECURITY #
NAME: _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NEAREST RELATIVE NOT LIVING WITH YOU:

NAME: _____ PHONE: _____

ADDRESS: _____

PETS: YES() NO() TYPE: _____ BREED: _____ WEIGHT: _____

CAR TAG: _____ COLOR: _____ STATE: _____ MAKE: _____ MODEL: _____ YEAR: _____

CAR TAG: _____ COLOR: _____ STATE: _____ MAKE: _____ MODEL: _____ YEAR: _____

HAVE YOU EVER BEEN EVICTED FROM A TENANCY? _____ YES _____ NO

HAVE YOU EVER INTENTIONALLY REFUSED TO PAY RENT WHEN DUE? _____ YES _____ NO

HAVE YOU EVER BEEN ARRESTED FOR OR CONVICTED OF A FELONY? _____ YES _____ NO

HAVE YOU EVER BEEN IN BANKRUPTCY? _____ YES _____ NO. IF YES WHEN AND WHAT CHAPTER? _____

Applicant's Initials (_____) (_____) (_____)

CONTRACT TO LEASE: I (WE) DO HEREBY MAKE APPLICATION FOR OCCUPANCY OF THE FOLLOWING RENTAL UNIT AND UNDER THE FOLLOWING TERMS:

PROPERTY ADDRESS: _____,

INITIAL TERM: SHALL BE FOR _____ MONTHS, BEGINNING _____, 20____, AND ENDING THE LAST DAY OF _____, 20_____.

THE RENT (IF PAID ON TIME) SHALL BE \$ _____ PER MONTH.

OTHER ITEMS REQUESTED (IF ANY): _____

ASSOCIATION APPROVAL: Where applicable, this contract is subject and contingent upon the prospective tenant(s) being approved by the condominium/homeowners association. The prospective tenant(s) will pay any non-refundable application fee required by the condominium/homeowners association and make application for association approval within three (3) days from the effective date of this contract. Occupancy shall not be permitted prior to association approval. In the event that the prospective tenant(s) is/are not approved by the association and/or Real Property Management, this contract will terminate and any rents and/or security deposits paid will be refunded to the prospective tenant(s). Refunds are subject to applicant(s) funds having cleared our bank account. The non-refundable application fees paid to the association and to Real Property Management are not refundable under any circumstance.

AUTHORIZATION: I/We affirm that the information contained in this rental application to lease to be true and correct. I/We agree that Real Property Management may terminate any agreement entered into (including the lease) in reliance on any misstatement made in this application. I/We agree and affirm that Real Property Management may question and seek information from all persons and/or firms named by us in this application and contract to lease, and further authorize Real Property Management to acquire my/our credit report(s) and criminal background check(s) from any authorized agency. I/we agree that acceptance of this application is contingent upon a credit check and other verifications that are satisfactory to Real Property Management.

FAILURE TO PERFORM: I/We agree to enter into a lease for the rental unit upon the terms outlined above. I/We agree that I/we have toured, previewed, and seen the rental unit being applied for and that I/we are accepting it in "AS IS" condition, unless otherwise noted above in "Other Items Requested." If I/we refuse to enter into the manager's lease (within 48 hours of notification of approval), AND/OR if occupancy is not taken by me/us (on or before the occupancy date indicated), then Real Property Management may rent or lease the

property to another party and all deposits and application fees paid herewith shall be forfeited by the prospective tenant(s) and retained by Real Property Management as liquidated damages.

RENTAL PROCESS AND APPLICATION PROCEEDURE: I/We do hereby acknowledge that I/we were provided the handout entitled *Rental Process and Application Procedures* and that I/we understand and agree to the terms of application and rental process. I/we have read and initialed or signed the pages of this application package and have submitted them with this application for consideration by Real Property Management.

ALL PERSONS WILL BE TREATED FAIRLY AND EQUALLY WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, FAMILIAL STATUS, DISABILITY, NATIONAL ORIGIN, OR SOURCE OF INCOME.

Signature of Applicant Date Leasing Consultant

Signature of Applicant Date

Disclosure Format for Target Housing Rentals and Leases

Disclosure Information on Lead-Based Paint and Lead-Based Paint Hazards

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Tenants must also receive a Federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure (initial) (check one below):

GDB or (a) Presence of lead-based paint or lead-based paint hazards

GAM Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

X Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

GDB or (b) Records and reports available to the lessor (check one below):

GAM Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

X Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgement (initial)

____(c) Lessee has received copies of all information listed above.

____(d) Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

Agent's Acknowledgment (initial) GDB or GAM

(e) Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852(d) and is aware of his/her responsibility to ensure compliance.

ATTN:
OWNER:
PHONE:
FAX:
DATE:

VERIFICATION OF RESIDENCE

We are requesting a rental reference on: _____

Address: _____

Move in date _____ Lease Expr. Date: _____ Move Out date: _____

Did resident give proper notice of intent to vacate? _____

Rent amount: _____ Includes which utilities? _____

Payment History:

of times past due _____ How many days past due _____

Non-sufficient funds – Dates _____

Is there currently a balance due _____ If yes, amount due _____

Any legal notices served for non-payment? _____ If yes, explain _____

Any legal notices served for non-compliance? _____ If yes, explain _____

Are there any pets? _____ If yes what type? _____

Is the above person(s) a responsible party on the lease? _____

Are there additional responsible parties on the lease? _____

Are there additional, authorized occupants on the lease? _____

Did they allow people to live with them not on the lease? _____ If yes, please explain _____

Are there any problems or complaints on file? _____

Any property damage? _____ If yes, explain _____

Are they cooperative and easy to work with? _____ If no, explain _____

Were they ever engaged in any criminal activity, including drug related or family violence in the rental?

Yes _____ No _____ If yes, explain _____

Would Resident be eligible to re-rent? _____ If no, reason _____

Reference completed by _____ Date _____ Title/Position _____

The tenant listed above hereby gives Real Property Management Permission to contact and verify Landlord references and gives current and past Landlords permission to give out the above information.

Thank you, In advance for your assistance. Please fax this form back to us as soon as possible. If you have any questions, please call.

Sincerely,

Tenant, Print:

Sign: