

RENTAL/LEASING POLICIES AND TENANT SELECTION CRITERIA

THE FOLLOWING POLICIES ARE ESTABLISHED TO ENSURE THAT ALL PROSPECTIVE APPLICANTS ARE TREATED EQUALLY.

BROKER AND/OR BROKER REPRESENTATIVE AND THE PROPERTY OWNER ARE SEPARATE ENTITIES. BROKER AND THE PROPERTY OWNER/LANDLORD(S) DO BUSINESS IN ACCORDANCE WITH THE FAIR HOUSING ACT, AND DO NOT DISCRIMINATE ON THE BASIS OF SEX, SEXUAL ORIENTATION, MARITAL STATUS, RACE, COLOR, CREED, RELIGION, AGE, FAMILIAL STATUS, DISABILITY, COLOR, NATIONAL ORIGIN, OR ANY OTHER PROTECTED BASIS. PROPERTY OWNER/LANDLORD APPOINTS BROKER AS PROPERTY OWNER/LANDLORD'S SOLE AND EXCLUSIVE REAL ESTATE AGENT AND GRANTS TO BROKER THE EXCLUSIVE RIGHT TO LEASE THE PROPERTY.

An incomplete application will not be considered.

Applications can be found and completed online at www.topsailmanagement.com underneath the **"BOARDING DOCS TAB"**

Before you apply to rent this Property, please take time to review the Property Owner/Landlord's Rental Leasing Policies and Tenant Selection Criteria carefully. The following information is offered so that all Applicants will have available to them a detailed statement of the rental qualifying policies. If you feel you meet the guidelines for qualifying, you are encouraged to submit an application. Only one application will be processed at a time and applications will be processed in the order received.

The term "Applicant(s)" under these criteria means the persons that will be signing the Lease as a "resident"; the term "Occupant(s)" in these criteria means the person or persons that are authorized Occupants under the lease. All adult Occupants will be considered as responsible residents under the Lease Agreement and will be asked to sign the Lease as a resident.

APPLICANTS

Each Applicant should view the Property before applying.

Each person 18 years of age or older must submit a separate, fully completed, dated and signed **Residential Lease Application** and fee. Full name of all Occupants, pets (if applicable) and all vehicles must be on application. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.** Please fill in all blanks with correct information of 'N/A' if it does not apply. Applicants must provide all current phone numbers and complete addresses with zip codes.

A criminal background check will be performed on all Applicants.

In the event there are multiple Applicants to reside in the same dwelling, i.e. roommates or co-residents, the information on all Applicants will be considered during the verification process.

If a Co-signer or Guarantor is necessary, they must also complete and sign an application and submit an application fee. The acceptance of a Co-signer or Guarantor does not constitute a policy of automatic application acceptance and is subject to individual review and approval or denial by the Property Owner/Landlord.

INCOME

Applicants must have a verifiable, consistent, combined monthly gross income of at least three (3) times the monthly rent. The Property Owner/Landlord reserves the right to require a Co-signer of Guarantor or additional security deposit.

Income must be verified for all Applicants through a direct supervisor, payroll or human resources department or from copies; of the most recent three (3) paycheck stubs provided with the application.

Self-employed Applicants must provide their most recent two (2) years of signed tax returns and the previous three (3) month's bank statements. Name and account number must be printed on the statements.

Proof of retirement benefits, disability income or full-time student status is required.



Reliable documentation, telephone numbers, fax numbers, addresses and contact information for all income sources must be provided. All sources of income must be verifiable to qualify for a rental unit. **Unverifiable income will NOT be considered.**

EMPLOYMENT

Two (2) years of verifiable history is required.

Employment will be verified for all Applicants through a direct supervisor, payroll or human resources department or authorized company representative.

In the event of a job change or transfer from outside area, the previous employment will be verified and a copy of an employment contract, written job-offer or letter of transfer on company letterhead containing salary and hire/start date is required from the new employer.

RESIDENCE HISTORY

Previous rental history from landlords must reflect timely payment, sufficient required notice of intent to vacate, no complaints regarding noise, disturbances, or illegal activities, no living or housekeeping habits at a prior residence which may adversely affect the health or welfare of other residents, no illegal Occupants or unauthorized pets, no NSF checks, and no damage to rental unit or failure to leave the Property and premises clean and without damage at the time of lease termination.

PHOTO ID

As part of the application, all prospective Tenants must provide a valid photo ID (Driver's License, State ID, Military ID, Passport) to be included as part of their completed application **AND** at the time lease rental agreement is signed.

CREDIT REPORT AND SOCIAL SECURITY NUMBER

A credit report from a national credit reporting agency will be obtained on each Applicant and Co-signer or Guarantor 18 years of age or older.

Credit reports supplied by Applicants will not be accepted.

Each Applicant must have a United States government issued Social Security number in order for the verification process to begin. For non-U.S. Citizens, verifiable employment history will be required as well as residence history as stated in this document. Also required is a copy of a valid passport and or work visa with validity dates through the term of the lease.

APPLICATION FEE SECURITY DEPOSIT AND FIRST MONTH'S RENT

A **non-refundable** \$50.00 processing fee must accompany each application. The processing fee can be remitted online along with the application. **NO APPLICATION WILL BE PROCESSED WITHOUT RECEIPT OF THE APPLICATION FEE.** If your application is not processed this processing fee will be refunded.

If approved, Applicant is required to pay a security deposit in the minimum amount of one (1) month's rent within 24 hours of Applicant notification to secure the Property. Until a lease is signed, the Property Owner/Landlord may continue to show the Property to other prospective Tenants and accept another offer.

At the Property Owner/Landlord's sole discretion, a higher security deposit, additional pre-paid rent and/or a Co-signer or Guarantor may be accepted in lieu of acceptable credit or landlord history. A Co-signer or Guarantor must complete an application packet and be qualified per the listed terms in this document (including listing qualifications) to be a guarantor.

PET ACCEPTANCE AND

No pets (with the exception of documented medically necessary pets) of any kind are permitted on the Property unless specifically considered and authorized on a case-by-case basis by the Property Owner/Landlord in writing. "Pet" includes any animal, whether mammal, reptile, bird, fish, rodent, or insect; an additional non-refundable pet deposit or additional security deposit may be required. Medically necessary pets must be stated in the Residential Lease document and Pet Agreement addendum to lease.

If a pet is authorized by the Property Owner/Landlord, only non-violent and common domesticated animals will be allowed on any Property that permits pets. Canine breeds including Rottweilers, American Staffordshire Terriers (pit bulls), Chows, Dobermans and mixed breeds that include any of the above mentioned will not be approved.

If a pet is approved, an additional \$400.00 non-refundable pet deposit per pet will be required. Resident will also be responsible for any damage caused by pets.

CONDITION OF MOVE-IN AND OCCUPANCY

Lease documents MUST be signed by all parties within 48 hours of application approval. (Property will remain on the market until ALL documents are signed and security deposit has been paid.)

Hours for lease signing are Monday through Friday, 9:00 A.M. and 4:00 P.M., and Saturday by appointment only.

Utility order confirmation and all move-in funds are due prior to move in and must be paid in the form of cashier's check or money order before keys are provided.

The **Move-In Condition Form** should be delivered by the Resident to Top Sail Management within (7) days after move-in.

Occupancy will be limited to no more than two (2) persons per bedroom in a dwelling.

Applicant may not permit any part of the Property to be used for: (1) any activity which is a nuisance, offensive, noisy, or dangerous; (2) the repair of any vehicles; (3) any business of any type, including but not limited to child care; (4) any activity which violates any zoning ordinance, owner's association rule, or restrictive covenant; (5) any illegal or unlawful activity; or (6) activity that obstructs, interferes with or infringes on the rights of other persons near the Property.

SIGNATURES

Signatures are required to process your application. Any application submitted without signatures will not be considered.

DISCLOSURE

The Property Owner/Landlord and the Broker and/or Broker Representative do business in accordance with the Fair Housing Act, and do not discriminate on the basis of sex, sexual orientation, marital status, race, color, creed, religion, age, familial status, disability, color, national origin, or any other protected basis.

TENANT SELECTION CRITERIA: APPLICATION RATINGS

An "A" plus rated application is an excellent rating in all categories of the following: Credit history, criminal history, employment history/verification and rental/mortgage history. "B" or "C" rated applications are normally a result of poor credit, while other areas are good. A double or triple security deposit may be required with "B" & "C" rated applications for the Property Owner/Landlord to feel comfortable with approving the application. The Property Owner/Landlord of the Property MUST approve all "B" & "C" rated applications.

TENANT SELECTION CRITERIA: CAUSES OF AUTOMATIC REJECTION OF APPLICATION

A history of any of the following by any household member (whether Resident or Occupant) is cause for automatic rejection of a rental application:

- * Prior eviction within the past two (2) years.
- * Any criminal conviction with the past fifteen (15) years.
- * Any misdemeanor conviction within the past two (2) years.
- * Any felony charge pertaining to the manufacturing, possession or distribution of any controlled substance at any time.
- * Debt owed/skips to previous landlord within the past two (2) years.
- * Falsifying application.
- * Applicant fails to pay Application Fee.
- * Applicant fails to complete entire application.



Foreclosures older than two (2) years may be considered on a case-by-case basis with Property Owner/Landlord approval.

Discharged bankruptcies may be considered on a case-by-case basis with Property Owner/Landlord approval.

In the event a record comes back “adjudication withheld” further documentation may be required, and Applicant may be denied on this basis.

CONFIDENTIALITY

The Property Owner/Landlord and the Broker and/or Broker Representative maintain a strict policy of confidentiality and privacy for Applicants and Tenants and all information collected for this application is considered confidential in nature and for use only to determine approval or denial of the **Residential Lease Application**.

The Property the Owner/Landlord and the Broker and/or Broker Representative do not discuss information on applicants with anyone other than the Applicant.

To protect your private financial and credit information, the Property Owner/Landlord and the Broker and/or Broker Representative do not discuss individual credit reports with an Applicant in accordance with the provisions of the Fair Credit Reporting Act and do not release copies of reports. In the event an Applicant is denied, a **Denial of Lease Application** form will be sent to the Applicant. The Applicant will then be able to contact the consumer credit reporting agency that made that report for additional details.



EQUAL HOUSING OPPORTUNITY