



ALL COUNTY
PROPERTY MANAGEMENT



RENTAL QUALIFICATION CRITERIA

All County COMPLETE Property Management



THANK YOU FOR CHOOSING All County CPM!

This packet contains our Rental Qualification Criteria. Please read each of these documents thoroughly before submitting your Lease Application, Lease Application Fee, and Reservation Fee to us. (*The Application Fee is **non-refundable** and the Landlord/Broker reserves the right to select the most qualified applicant for each home. Every person who is **18 or older** will need to submit a separate Lease Application and Lease Application Fee, either online or by certified or money order).

Below is a general summary of our process.

- ***Lease Application Review & Approval***

1. Complete your Lease Application and submit it, along with your supporting documents and funds, at www.AllCountyCPM.com

2. We will notify you of whether your Lease Application has been approved within 48 hours* of receiving your full Application Packet (Lease Application + Support Documents + Fees).

NOTE: To avoid delays, we need your full Application Packet at least five days before your Move-in Date.

- ***Approval & Move-in***

1. Once your Lease Application is approved, a Reservation fee is required before removing the home from Marketing.

2. After receipt of your Reservation fee, we will confirm your Move-in Date and Time and prepare your Lease.

- ***Lease Agreement***

We will send your Lease Agreement to you via email for your electronic signature after confirmation of your Move-in Date and receipt of required funds. Please make sure you sign your Lease Agreement within 48 hours to ensure the email and your Lease Agreement don't expire and your Move-in Date isn't delayed.

- ***Move-in Orientation & Account Set-up***

Please ensure that you have fully inspected the home and completed the move-in inspection form. This must be returned back to us, signed by both Resident(s) and Property Manager, so we can add it to your file. You will also receive your online account information so that you can conveniently make future rental payments and/or place service request from your computer or mobile device.

Welcome Home!



RENTAL QUALIFICATION CRITERIA

1. Occupancy Guidelines

The following occupancy standards apply based on two persons per bedroom, plus one person per home.

# OF BEDROOMS	MAX. # OF OCCUPANTS
2	5
3	7
4	9

# OF BEDROOMS	MAX. # OF OCCUPANTS
5	11
6	13

2. Age

Applicants must be 18 years of age or older, unless deemed to be an adult under applicable law with respect to the execution of contracts. *(Each person who is 18 or older will need to submit a separate Lease Application and Lease Application Fee.)*

3. Identification

Applicants must present valid photo identification issued by any state or federal authority of the United States, including, but not limited to: (i) a state-issued driver's license, (ii) state-issued identification card, (iii) U.S. passport or passport card, (iv) U.S. CIS Form I-551 permanent resident card, (v) U.S. Military ID Card, or (vi) a student, employment, or travel visa issued by the United States with an expiration date longer than the proposed lease termination date.

4. Credit

A credit report will be completed on all applicants to verify credit worthiness. Income plus verified credit history will be entered into an application scoring model to determine rental eligibility. Late payments, collections, and charge-offs will be negatively scored. Open bankruptcies will result in an automatic denial.

When there is more than one applicant in the applicant group, each applicant's credit score will be averaged. An applicant who is denied due to criminal history, rental history, and/or civil court record can cause the entire applicant group to be denied.

5. Income

The combined household income of all applicants must be a minimum of 3 times the monthly rent. To verify income, we require a U.S. government-issued photo ID plus the following:

The Reservation Fee is NON-REFUNDABLE if you cancel your reservation, decide not to lease the home, or fail to submit a complete application. Failure to submit all required documents within three (3) business days of the application submittal date will be considered cancelled and you will forfeit any additional funds previously paid. NOTE: Some credit and income scoring results may require further income verification and additional financial information.



STATUS	DOCUMENTATION
Employed (currently)	Pay stubs for the past 6 current, consecutive weeks
Employed (starting new job)	Signed offer letter on official company letterhead
Self-employed	Income tax returns for the past 2 years <i>Note: We will average your gross annual income over the 2-year period to calculate your average monthly income.</i>
Out-of-State	Signed offer letter on official company letterhead or Letter of employment
Retired	Current statement from issuing agency AND Bank statements for the past 3 current, consecutive months
Other	Bank statements for the past 6 current, consecutive months for: bonuses, checking /savings accounts, child support, commissions, disability, GI benefits pension, social security, or tips

6. Guarantors

A guarantor may be required for applicants who do not meet the income or credit requirements noted above. The guarantor is subject to the same guidelines as applicants, plus income must be (4) four times the monthly rent. The guarantor must complete a separate Lease Application and pay a Lease Application Fee. The guarantor will be required to sign the Guaranty of Lease Addendum*.

7. Rental History

Prior rental history will be verified. Applicants will likely be denied for the following reasons:

- Eviction within the last five years.
- Outstanding debt/judgment to any prior landlord. (Proof of any satisfied judgment will be required.)

8. Criminal History

A criminal background check will be completed for each applicant. The Lease Application may be denied for criminal activity of any applicant that has resulted in a conviction within the time period prior to the Lease Application date, as follows:

OFFENSE	FELONY	MISDEMEANOR
Crimes against children	Declined regardless of time	
Sex-related offenses		
Homicide		
Kidnapping		
Drug sale, manufacture, distribution		
Other crimes against persons, property, or animals	7 years	3 years
Financial crimes (e.g., bad check, identity theft, fraud)	7 years	3 years
Other drug, prostitution, and/or weapons-related offenses	7 years	3 years
Traffic, alcohol-related, all other offenses	7 years	0 years
Deferred adjudication	5 years after completion of probation/parole	
Or adjudication withheld		
Incarceration (due to conviction) release date	5 years	3 years



These criteria do not constitute a guarantee or representation that residents or occupants currently residing in one of our homes have not been convicted of, or subject to, deferred adjudication for a felony, certain misdemeanors, or sex offenses requiring registration under applicable law. Residents or occupants may have resided in one of our homes prior to implementation of this policy, and our ability to verify this information is limited to the information made available to us by the applicant(s) and credit reporting services. Residents or occupants who are convicted of any of the foregoing after this Lease Application, may be subject to forfeiture of Lease Application Fees or eviction, if conviction occurs after Move-in.

9. Falsification of Lease Application

Any falsification in an applicant's paperwork will result in the automatic denial of the Lease Application; the applicant will not be given the option of reapplying, and applicant forfeits all deposits and fees paid.

10. OFAC

An OFAC (Office of Foreign Assets Control) search report will be completed for each applicant. Any applicant that appears on an OFAC list is subject to automatic denial.

11. Pets

No more than 3 animals are allowed per home. Acceptable pets include: dogs, cats, small caged animals/birds, and fish. However, aggressive dog breeds, including: Pit Bulls, Staffordshire Terriers, Dobermans, Rottweilers, and any mix containing one of these breeds are prohibited. Livestock, farm animals (including potbellied pigs), and poisonous, dangerous, or exotic animals (such as snakes or spiders) are prohibited. (Verified service animals are allowed and may not be subject to breed restrictions). A non-refundable per pet fee in the amount of **\$250.00** will be charged prior to Move-in.

12. Vehicles

No more than three vehicles are permitted without prior written approval. Boats or trailers are not allowed unless approved in writing by the landlord.

13. Utilities

Proof of utility connection in resident's name must be provided to Agent prior to occupancy or obtaining keys. Any utility bill paid by Landlord/Broker on Resident's behalf during any portion of the Lease Term (except those approved in writing by Landlord/Broker) will be charged to Resident's account in full and will be considered additional Rent.

14. Renter's Insurance

Landlord strongly encourages resident to carry personal property insurance coverage. However, Landlord requires a minimum of \$100,000.00 in liability insurance coverage and to have Landlord, Property Manager, and their successors and/or assigns listed as additional insureds. Residents who do not provide proper documentation prior to Lease date will be subject to Force Placed Insurance at Resident's sole expense.



15. Reservation Fee

When a Lease Application is submitted, applicants must provide a Reservation Fee equal to (1) one month's Rent, which reserves the home on a first-come basis. Reservation Fees are nonrefundable upon application approval, whether or not you have had an opportunity to visit the home for a walk-through and whether or not you have been able to review the terms of our Lease Agreement. The Reservation Fee is also non-refundable if you decide not to lease the home or fail to submit a complete application within three (3) business days of the date you submitted the application. The Reservation Fee will be applied to the Security Deposit upon Move-in. The Reservation Fee will reserve the home, but does not create or guaranty any right to occupancy of the home. Please note that homes can only be held for 15 days from date of application approval.

By submitting the Reservation Fee, you acknowledge and agree in good faith that if your Lease Application is approved, you intend to rent the home by the Proposed Lease Start Date. You are encouraged to review a copy of our Lease Agreement Sample prior to paying the Reservation Fee.

- The Reservation Fee will only be returned if:

A: Any applicant's Lease Application is denied by Landlord/Broker

B: The home is not ready for you to move-in by the Proposed Lease Start Date and you decide not to rent it. Return of funds in one of these situations will occur within 7-10 business days, depending on the method of payment and financial institution. If your Lease Application is cancelled for any other reason, including if the 1st Month's Rent and any other amounts due are not paid prior to the Proposed Start Lease Date, the Reservation Fee will not be returned.

16. Homeowner's Association

Many of our homes are located within homeowner, neighborhood, or condominium associations ("HOA"). This means that in many cases the home will come with great amenities, but will also be subject to the rules and restrictions of that HOA. In some cases, the HOA has its own resident and lease approval process, which will occur in addition to the Landlord's review and approval process. In these cases, the Landlord's approval of your Lease Application will be subject to the HOA's approval. To help the process along, you agree that the Landlord/Broker may provide your Lease Application to the Association, and you will provide any additional information, as required by the Association in their approval process.

17. Utility & Maintenance Reduction Program

Changing air filters on time is a required tenant responsibility. Our Utility & Maintenance Reduction program makes it as easy as possible by having the exact filters your home needs delivered every 60 days. You'll enjoy saving up to 15% on monthly heating & cooling bills, improved indoor air quality, and reduce your liability by simply changing it when it arrives on your doorstep. By applying, Resident understands and agrees to auto-enrollment in the Utility & Maintenance Reduction Program as a bonus amenity included in the total monthly payment for eligible properties.



18. Lease Application Does Not Create a Lease

The Lease Application, even if approved, shall under no circumstances be considered a Lease Agreement, or an offer to lease. No lease shall exist unless and until the parties enter into a formal Lease Agreement and applicant pays all required fees, deposits, and advance rent.

19. Use of Information

The information in the Lease Application, or obtained as a result of the authorization given herein by the applicant, will not be sold or distributed to others. However, such information may be used to decide whether to lease to the applicant and for all other purposes relative to any future Lease Agreement between the parties, including the enforcement thereof.

20. Lease Agreement

The Lease Agreement is not negotiable. The Lease Agreement is a binding contract and by signing it, you acknowledge that you have read and understand the terms of the Lease Agreement and your obligations as a resident. You may request a sample Lease Agreement for review after submitting your Lease Application, however, the sample Lease Agreement is subject to change without notice.

21. Commitment to Equal Housing

Landlord/Broker are committed to providing equal housing opportunities to all rental applicants regardless of race, color, religion, national origin, sex, handicap, familial status, or other protected status.





LEASE APPLICATION CHECKLIST:

Note to Realtor/Agent/Applicant:

A home will be removed from the market upon receipt of the Reservation Fee, on a first-come basis. The Reservation Fee must be paid via cashier's check or money order in full and delivered to Broker.

- ☐ *Lease Application (one for each occupant who is 18 or older)*
- ☐ *Lease Application Fee \$75.00 (pay on-line upon completion of application)*
- ☐ *Copy of Government-Issued Photo ID (Please review Section 3)*
- ☐ *Income Documentation (Please review Section 5)*
- ☐ *Reservation Fee (One Month's Rent paid via "CASHPAY")*
- ☐ *Reservation Fee Agreement (please contact office for document)*
- ☐ *Administration Fee (\$250.00 due prior to move-in)*
- ☐ *Non-Refundable Pet Privilege Fee (\$250/Pet due prior to move-in)*
- ☐ *Non-Refundable Pet Application Fee (\$20/Pet)*

Submit your completed Lease Application and support documentation to:
Ops@AllCountyCPM.com or Fax: 904-694-0410



ALL COUNTY
PROPERTY MANAGEMENT

CONTACTS

- *Phone*



(904) 694-9400

- *Website*



www.AllCountyCPM.com

- *Email*



Ops@AllCountyCPM.com

- *Fax*



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