

Before making an appointment to view our property, please read this page fully and use it as your guide if you decide to submit an application.

### Requirements:

- All adults (21 and over) are required to submit an application along with a \$55 NON-REFUNDABLE application fee per applicant. Incomplete applications or applications without an application fee will not be processed.
- All applicants are required to present photo identification and to submit their 2 most recent pay stubs.
- All applicants are required to provide an SSN on the application. If an applicant does not have an SSN, they must provide proof of legal residency in the United States.

**Processing:** We will be processing your application based on the following areas of information. Approval time will depend on the response time of your employer and landlord; however, it is our goal to process your applications within 2 business days.

- **Credit Report** - Payment history and amount of debts, liens, judgments and bankruptcies are verified on credit report. We receive our credit reports from TransUnion. Should you be declined based on your credit and you feel it is unwarranted, you should request a copy of your credit report to check for errors and resubmit the application once the credit report has been corrected. Resubmitted applications will be subject to availability of property originally requested. Previous apartment collections may result in an immediate decline of application regardless of credit score.
- **Residential History** - History for the past three years of residency will be verified. We verify payment history, late payments, NSF's, notice given, etc. If applicant owned or owns a home, we will verify mortgage payments on credit report.
- **Employment/Income Criteria** - Current employment and income is verified at the time of application. If applicant is recently employed, a current offer letter stating start date and income amount will be requested. Applicants will be requested to submit proof of income by providing 2 most recent paystubs. Documentation for other income sources such as social security or disability payments must be provided. Income is expected to be at least 3 times the monthly rent rate. Income of all applicants may be combined to meet this requirement.
- **Eviction/Criminal Background Check** - A history on Evictions and a National Criminal Background Check will be run on each applicant. Negative history may result in a decline of the application.
- **Cosigners** - If applicant has poor/no credit or no rental history, they may submit an additional application for a cosigner that will not be residing at the property. The cosigner must sign the lease and will be fully responsible for the terms of the lease.

**Pets:** If you have a pet, contact ALH|Podland Realty Property Management **prior to submitting your application to determine if the pet is allowed in the property.** YOU MUST LIST ALL PETS THAT WILL BE LIVING IN THE HOME. No other pets including offspring will be allowed. Certain aggressive breeds of dogs are not allowed in any of our rental properties. If your pet is approved, the pet deposit is typically a non-refundable fee of \$350 per pet. Your application fee will not be refunded if your pet is not accepted at the property.

**Additional Requests:** Any request, change, or modification which the applicant is requiring must be approved PRIOR to submitting the application. **APPLICATION FEES ARE NOT REFUNDABLE FOR ANY REASON.** Approved requests must be written on the application. If no requests are written on the application, the applicant agrees to accept the property in it's current "as-is" condition.

### Reservation Fee:

- Once you have received notification of approval, you must provide your reservation fee to hold the property. The property will not be held for you until this fee is received. The reservation fee is equal to one month's rent and **must be paid in the form of an online payment, a cashier's check, certified check, or money order within 24 hours to reserve the property.** When we receive this reservation fee, we will remove the property from the market. Once the reservation fee is paid it becomes non-refundable.
- **The reservation fee is NOT a security deposit.** It will be applied to any rent amount due at the time of move-in. If you are moving in after the first of the month, any remaining amount will be applied to the next month's rent.

**Moving In:** With your notification of approval, you will be provided with a checklist of the items you are required to bring to your move-in. It is required to schedule an appointment to meet one of our agents at the property to perform a move-in inspection. Before receiving the keys, the required security deposit, generally equal to one month's rent, needs to be provided in the form of certified funds or money order. **NO PERSONAL CHECKS ARE ACCEPTED FOR THE SECURITY DEPOSIT.** The non-refundable pet fees and security deposits are also due at 48 hours prior to Move-In in the form of an online payment, certified funds or money order.

**Rent:** The rent is due on the 1<sup>st</sup> day of each month and is considered late after 5pm on the 3<sup>d</sup> day of each month, unless your lease provides for the 5<sup>th</sup> as the Rent Due Date. A late fee of \$100 will be applied after 5pm on the 3<sup>d</sup> day of the month. Returned checks will incur a \$75 return check fee plus late fees. ALL LATE PAYMENTS MUST BE PAID IN THE FORM OF CERTIFIED FUNDS or MONEY ORDER(S), online payment will not be accepted.

