



**“Place Your Rental Worries To Rest!”**

## **NOTICE TO ALL APPLICANTS**

1. **We are an equal opportunity housing provider.** We do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin. We fully comply with the Federal Fair Housing Act and all state and local fair housing laws.
2. **Occupancy guidelines.** In determining these restrictions, we adhere to all applicable fair housing laws. We allow 2 persons per bedroom plus one per unit. For example, a two-bedroom rental unit could house five people, and a three-bedroom rental unit could house seven people. These restrictions are enforced to prevent overcrowding and undue stress on plumbing and other building systems.
3. **Application process.** All persons 18 years or older that will be residing in the unit **must** submit an application. **The application fee is nonrefundable and is charged as follows: \$35 for each person. The application fee must be paid by Visa, Mastercard, Debit Card (an 3% additional fee applies) or Money Order.** All sections of the application must be completed to prevent delays in processing your application. Approval of your application will occur 24 to 48 hours after all documents have been obtained.

**The Following items must be submitted with your application or it will not be processed:**

- Payment: \$35.00 per person.
- If you work for a company – your most recent paycheck stub, prior year W-2(s) **and** copies of the last two months bank statement (all pages).
- If you are self-employed – the first 2 pages of your last 2 year’s tax returns **and** copies of the last three months bank statements (all pages).
- Copy of your Valid U.S. Driver’s License.
- Copy of your Social Security Card.
- Photo of Pet (if applicable).

### **If Applicable**

- Proof of SSI / Disability.
- Proof of Child Support.
- Proof of Section 8 Housing Assistance.
- Proof of Pension or Retirement income.
- Proof of Rental income (copies of Rental Agreements).

Once we have ‘pre-approved’ your application; it will be sent to the owner of the property for ‘final approval’.

4. **Employment Verification:** Some companies utilize a third party company to handle their employment verifications. These third party companies charge a fee to anyone seeking an employment verification. If your employer utilizes one of these companies; you will be responsible to reimburse First Choice Property Management the fee charged.

5. **Qualifying to rent.**

- a. We utilize a scoring system based on the following: amount of monthly rent, credit score, income, job stability and rental history. Once this information has been entered into our computer program, it calculates a total score. If the calculated score is equal to 140 or higher, you qualify.
- b. Credit reports with evictions **will not** be considered if the 'judgement' has not been paid or satisfied.
- c. Bankruptcy filed more than 24 months previous will not have an effect on your score. If bankruptcy is filed within the past 24 months; the score will be affected based on how long ago you filed.
- d. If you do not qualify to rent a unit; you may be able to qualify by obtaining a co-signor. The co-signor must pass the same application and screening process that you must pass **and** they must own real estate. **The fee for an individual co-signor is \$35.00.**
- e. If you have ever been convicted of a felony, we may reject your application. If you have ever been convicted of a misdemeanor involving dishonesty or violence within the past 5 years, we may reject your application.

6. **Security Deposit.**

- a. The minimum Security Deposit required will be equal to one month's rent.
- b. The maximum Security Deposit required will be equal to two month's rent.

7. **Pets.**

- a. The acceptance of pets is solely at the discretion of the owner.
- b. Maximum of three (3) animals per home.
- c. An additional fee (added to the security deposit) will be required as follows: \$400.00 for **each** dog and \$250.00 for **each** cat.
- d. Since many insurance companies will not cover properties with 'vicious' animals; the following breeds of dog **will not** be accepted: Chow, Pit Bull, Doberman, German Shepard and Rotweiller.

8. **Holding Deposit:** Within 72 hours of Application approval, a deposit equal to the first month's rent is due. This will hold the property for up to two (2) weeks, with a signed Lease Deposit Agreement. Only payments in the form of Visa, Mastercard, Debit Card (an additional 3% fee applies), Money Order or Cashier's Check will be accepted up to, and including, your move-in day.

**\*NOTE: Until there is a 'Final Approval' on your application from the Owner AND you have paid the required 'Holding Deposit', the property may still be viewed by other interested parties AND First Choice Property Management will accept and process other applications.**

**INCOMPLETE APPLICATIONS WILL RESULT IN PROCESSING DELAYS AND POSSIBLE LOSS OF YOUR RENTAL CHOICE.**

# RENTAL APPLICATION

## INCOMPLETE APPLICATIONS CAUSE DELAYS IN PROCESSING!!

1. Be sure to complete all information for every applicant. **All persons 18 years or older MUST submit an application.**
2. We will need to verify at least 3 years of rental history. Rental history is one of the most important aspects. Be sure to give us complete information including who to contact and a phone #.
3. Please include a recent paycheck stub for each applicant whose income you want to have considered.
4. **Application Fee may be paid by Money Order, \*Visa, \*MasterCard or \*Debit Card (\*additional 3% fee applies). Application Fee is \$35.00 for each person.**

Updated 06/21/2010

## APPLICANT INFORMATION

**PROPERTY APPLYING FOR:** \_\_\_\_\_ **ESTIMATED MOVE DATE:** \_\_\_\_\_

<b>Primary Applicant</b>		FIRST NAME:		MIDDLE:	LAST:		
Social Sec #		- -		Date of Birth	/ /	Driver's Lic #:	
						Email:	
Home Phone		( )		Work Phone	( )		Cell Phone ( )
<b>MONTHLY GROSS INCOME</b>	Wages	Section 8	AFDC	SSI	Child Support	Other	(Explain Other)
	\$	\$	\$	\$	\$	\$	
Bank Name		Checking #		Savings #			
Emergency – Family Contact:				Address:			
Phone # ( )				Relationship:			
<b>Employment – Must Submit at Least 5 Years of History (use separate paper if necessary)</b>							
Employer:		Address:			Phone: ( )		
Position Held:		Start Date:		End Date:		Supervisor:	
Employer:		Address:			Phone: ( )		
Position Held:		Start Date:		End Date:		Supervisor:	
Employer:		Address:			Phone: ( )		
Position Held:		Start Date:		End Date:		Supervisor:	
<b>Additional Applicant</b>		FIRST NAME:		MIDDLE:	LAST:		
Social Sec #		- -		Date of Birth	/ /	Driver's Lic #:	
						Email:	
Home Phone		( )		Work Phone	( )		Cell Phone ( )
<b>MONTHLY GROSS INCOME</b>	Wages	Section 8	AFDC	SSI	Child Support	Other	(Explain Other)
	\$	\$	\$	\$	\$	\$	
Bank Name		Checking #		Savings #			
Emergency – Family Contact:				Address:			
Phone # ( )				Relationship:			
<b>Employment – Must Submit at Least 5 Years of History (use separate paper if necessary)</b>							
Employer:		Address:			Phone: ( )		
Position Held:		Start Date:		End Date:		Supervisor:	
Employer:		Address:			Phone: ( )		
Position Held:		Start Date:		End Date:		Supervisor:	
Employer:		Address:			Phone: ( )		
Position Held:		Start Date:		End Date:		Supervisor:	

**FULL NAME OF ALL OTHERS WHO WILL BE LIVING IN RESIDENCE                      BIRTHDAY                      RELATIONSHIP**


PETS (Type and Name)	BREED / DESCRIPTION	PETS (Type and Name)	BREED / DESCRIPTION
	Lbs.		Lbs.
	Lbs.		Lbs.

**RENTAL HISTORY \* FIVE (5) YEARS OF RESIDENCES REQUIRED!**

1) **CURRENT ADDRESS** \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
 FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_ RENT PAID \$ \_\_\_\_\_ APT. COMPLEX NAME \_\_\_\_\_  
 REASON FOR LEAVING \_\_\_\_\_  
 OWNER / MNGR / MORTGAGE CO. \_\_\_\_\_ CONTACT # (\_\_\_\_) \_\_\_\_\_

2) **PREVIOUS ADDRESS** \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
 FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_ RENT PAID \$ \_\_\_\_\_ APT. COMPLEX NAME \_\_\_\_\_  
 REASON FOR LEAVING \_\_\_\_\_  
 OWNER / MNGR / MORTGAGE CO. \_\_\_\_\_ CONTACT # (\_\_\_\_) \_\_\_\_\_

3) **PREVIOUS ADDRESS** \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
 FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_ RENT PAID \$ \_\_\_\_\_ APT. COMPLEX NAME \_\_\_\_\_  
 REASON FOR LEAVING \_\_\_\_\_  
 OWNER / MNGR / MORTGAGE CO. \_\_\_\_\_ CONTACT # (\_\_\_\_) \_\_\_\_\_

**LIST ALL VEHICLES TO BE PARKED AT RESIDENCE**

MAKE	MODEL	YEAR	COLOR	LICENSE #

Have you ever been delinquent in the payment of rent? <b>YES / NO</b>	Have you ever been evicted from any residence? <b>YES / NO</b>
Have you been convicted of a Felony? <b>YES / NO</b>	Have you filed bankruptcy in the past two years? <b>YES / NO</b>

The information on this application is true and correct to the best of my knowledge. I/we hereby authorize First Choice Property Management or its agents to obtain a consumer credit report (including but not limited to, Retail Credit, Tenancy History, Unlawful Detainer, Civil Judgement, Public Records, Criminal Records) and to verify any and all information contained in this application both prior to occupancy or at any time during, and or, after tenancy if I/we are delinquent in payment of any rent, late fees, damages, etc. I/we understand that the fee of \$35.00 for verifying this application is not a deposit or rent credit and will not be applied to future rent or deposit, or refunded even if this application to rent is declined. I/we further give First Choice Property Management and its agents and employees authorization to disclose and share any and all information contained in the application or obtained in the processing of this application, including but not limited to credit report, with any owner of any property for which this application is intended for. I/we acknowledge receipt of a copy of First Choice Property Management Privacy Policy.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

# FIRST CHOICE PROPERTY MANAGEMENT

## \*\*\* PRIVACY POLICY \*\*\*

At First Choice Property Management, we respect the privacy and security of your personal information. This privacy policy is provided to inform you of the types of information we collect and how this information is used.

### **SAFEGUARDING CUSTOMER INFORMATION**

Our policy requires that your information remain confidential at all times. Our files are maintained with physical, electronic and procedural safeguards designed to protect all confidential information.

### **COLLECTION OF INFORMATION**

We collect nonpublic personal information about you from the following sources:

- From you on the form you provide us, on the internet, by telephone or mail. This information may include your name, address, social security number, credit history and Etc.
- From transactions, we may obtain your payment history, account balances, and other transaction records.
- From credit reporting agencies, information relating to your creditworthiness, credit score and credit usage.
- From third parties to verify the information you have given us.

### **USE OF SHARED INFORMATION**

We may share some or all of the information we collect for the purpose of providing you with the products and services you have requested, to comply with reporting and other legal requirements and to otherwise conduct business.

### **INFORMATION SHARING AMONG OUR AFFILIATED COMPANIES**

On occasion, to provide you additional services from our affiliated companies, it may be necessary or possibly more convenient for you to allow us to provide information we have obtained to the affiliate company requiring such information. If you do not want us to share this information with our affiliates, please provide us with direct, written instruction as to same.