

APPLICATION PROCESS AND RENTAL CRITERIA

The following 'Application Process and Rental Criteria' will help you determine if you will qualify for housing with Feel Good Property Management, Inc.

Criteria are applied evenly to each applicant according to Federal & State Fair Housing Laws and Guidelines.

NOTICE: APPLICATION FEE IS NON-REFUNDABLE

A secured, verified third party credit agency is used for your application. We are *not* able to issue application refunds through our provider.

All proposed occupants over 18 years of age must complete an application.

All proposed occupants over 18 must have *at least* 2 years of verifiable resident history from a *third party source*.

Income requirements must be met for each application (applicant and co-applicant *will be added* together).

All proposed adult occupants, must submit government issued photo identification.

Applications with missing documents and/or missing information cannot be processed.

We **do not** accept co-signors.

READ BELOW FOR MORE DETAIL ON OUR REQUIREMENTS

APPLICATION REQUIREMENT

Each proposed occupant over 18 must submit an application online through our website. Application fees are \$40 per adult and can be paid by credit or debit card. Contact us if you do not have a social security number and we will assist you in your application process. If your application is not complete, we cannot process it. We need all proposed adult occupants over 18 years of age to submit an application before your application is considered complete.

RESIDENT HISTORY

Feel Good Property Management requires 2 years of resident history from a third party reference for each proposed adult occupant. Third party is defined as: Property Manager, Apartment Manager, Student Housing, Military Housing, Private Landlord, Mortgage history on your credit from home ownership. We DO NOT accept references from family or friends.

INCOME QUALIFICATION

Net income must be greater than 2.5 times rent, or **Gross** income must be greater than 3.0 times rent. Simply snap a photo of your proof of income and upload with your application through our website. The following are the *only* methods we accept to determine your income:

- Payroll stubs from your employer verifying the last 6 month of income. Check your current paystub for Year-to-Date history, if you have at least 6 months, just upload one stub. We need to see **at least 6 months** of recent pay history.
- Bank statements showing the last 6 months of deposits. **NOTE: We do not** consider your balance; we are verifying monthly deposits and will take the last 6 months' average. Make sure statements show **6 months of deposits**.
- Official income statements (Social Security, Child Support, Unemployment, Disability, etc.)

GOVERNMENT ISSUED IDENTIFICATION

Each proposed occupant over 18 must submit a Government issued photo identification. You may submit items such as: Passport, Drivers License, Military Identification, or Photo ID issued from another country. Simply snap a photo and upload with your application through our website

APPLICATION PROCESSING AND TIMING

When you apply, you are acknowledging and approving that we can service and communicate with you via text message and/or the email address you provided on your application processing communication.

Applications take about 1-4 business days to process. If your references are not returning our call, your application process may take longer. If we need additional information from you, we will contact you.

APPLICATION APPROVAL

- If you are approved, you have until 3 pm the next calendar day to submit security deposit.
- You will need to know your move-in date when placing your deposit.
- Security deposits must be paid by cashier-check or money-order if you are moving in within 7-days from approval. Otherwise you will submit payment through our personal online tenant portal.
- The property cannot be held without your security deposit.
- If you have pets, you will be subject to extra deposit per pet, and you may be subject to monthly pet rent.
- We can only hold the property for up to 2-weeks from approval once we collect your deposit.
- You must provide proof of renters' insurance on the property before your move-in date.
- All utilities required by the tenant, must be set up to transfer for your move-in date. You will need to show proof of this before move-in.
- Only you are entitled to a copy of your credit report, you must personally request it via email.
- Your first rent payment must be initiated 7-days prior to move-in through your personal online portal. If you are moving in less than 7-days from approval, rent must be paid at the time of move-in by cashier-check or money-order, payable to Feel Good Property Management, Inc.
- Once approved, you will receive your rental agreement/lease to e-sign.
- All adults must e-sign the rental agreement before keys are given.
- At least one adult must be present during move-in walk through and key exchange.
- You may be asked to pay extra security deposit if your application has a **Conditional Approval** rating that can result from any of the following: Bankruptcy, Short Sale, Foreclosures, Income, Resident History, Credit Liens, and/or Collections.

PETS AND SERVICE ANIMALS

If you have a pet, please check the property listing for acceptable pets. If you have a pet that is acceptable to the property, we will require that your renters' insurance list the pet. Please attach a description, photo, weight, and breed details for each pet.

We do not allow the following pets in our rental homes unless you can verify renters' insurance on the specified pet and other documentation requested by management and/or landlord:
Doberman, Pitt Bull and similar Terrier breeds, Rottweiler, Husky, Chow, Akita, German Shepard, Fila Brasileiro, Mastiff, American Bulldog, Bandog, Wolf Hybrids, Boerboel, Presa Canario, Dogo Argentino, Tosa Inu

If you have a Service / Companion Animals, **please let us know at the time of application**. Service / Companion animals are NOT considered pets. Please provide necessary documentation



on the animal so it can be verified. Landlords are permitted by law to verify Service / Companion Animals. Extra security deposit cannot be collected by Federal Law for verified Service/Companion Animals.

APPLICATION DENIAL

If your application is not approved, you will receive a letter via the email to the address you have provided. Your denial letter will state the reason(s) your application was not approved.

The following circumstances will result in immediate denial: Eviction / Unlawful Detainer, Judgment from a prior Landlord, Outstanding Rent to a prior Landlord, Application Fraud or Deception, Negative Resident History.

CRIMINAL BACKGROUND

Any conviction in the last 4-7 years, where the offense was for trafficking of narcotics, or a charge that could make you a threat to persons or property may be ground for denial.

CREDIT REPORTS

We cannot accept a credit report you furnish; our office receives reports directly from a verified, secured third party source when you submit your online application. Reports are good for 30 days with our office. You are entitled to a copy of your credit report per Fair Credit Reporting Act, please request a copy if you would like one.

Thank you in advance for your consideration in one of our rental homes. We appreciate your business. Please let us know if you have any questions with our process.

Sincerely,

Matthew Burch, Broker

Feel Good Property Management, Inc.