

## TERMS OF APPLICATION AGREEMENT

All applicants must sign the following Application Agreement before signing a lease contract. Before you apply for the home, read the following information carefully regarding the application process.

Each adult over the age of 18 years must apply.

The Application Fee is \$65 per Applicant, and it is non-refundable.

**Service Star Realty fully complies with Fair Housing Laws. We do not discriminate against persons because of race, color, religion, sex, handicap, familial status, national origin, or age.**

### **APPLICATION PROCESSING TIME FRAME:**

Once you fully complete the application, pay the Non-Refundable Application Fee, fill out the Animal Screening Profile at <https://servicestarealty.petscreening.com> and provide us with all the required documentation below, we will begin processing your application. The processing time is three business days. We process applications Monday through Friday, excluding holidays. All conditionally approved applications for the same property will be submitted for final decision.

No rental property will be held vacant for more than two (2) weeks, unless approved by Service Star Realty.

### **REQUIRED DOCUMENTATION:**

1. Complete and accurate Application Form signed by all applicants.
2. A valid government issued photo identification (ID) includes a driver's license or a state issued photo ID
3. Proof of Income:
  - a. W2 Employee – All the below documents are required.
    - i. Four to Six most recent pay stubs to cover a 60-day pay period
    - ii. Three Months of Personal Bank Statements
  - b. Self Employed – All the below documents are required.
    - i. Last two years' tax returns.
    - ii. Six Months of Personal Bank Statements to verify your personal income vs business income.
  - c. Other Possible Forms of Income: Social Security Award Letter, VA Benefits Award Letter, Child Support Decree (if submitted child support, need 6 months of bank statements to verify support is being paid)
4. Animal Policy Profile. ALL Applicants will complete a profile. If NO animal is being considered for the property, you will sign the NO ANIMAL Policy Agreement. Follow the link to our Pet & Animal Policy Page and choose the appropriate policy for you: <https://servicestarealty.petscreening.com>

Upon receipt of your rental application, application fee, animal profile, and all supporting documents, you hereby authorize us: (1) to check your credit report; (2) check the public records for any past evictions; (3) verify your employment; (4) verify your rental history; and (5) do a criminal background check.

**If your application is approved, you will have 24 hours to bring Earnest Money to our office. Earnest Money Deposit equals one month's rent plus a \$250 lease administration fee.**

**All initial funds, Earnest Money Deposit, first month's rent must be paid by cashier's check or money order payable to "Service Star Realty".** Payments made in subsequent months may be by check.

Upon conditional approval, we will send you a link to schedule an appointment to bring your Earnest Money to our office. Your Earnest Money Deposit is non-refundable. The Earnest Money Deposit will not be refunded to Applicant and will be forfeited if Applicant:

- Fails to sign the lease;
- Fails to provide additional funds required;
- Does not take occupancy on the scheduled move-in date.

**DEPOSITS and FEES:**

1. Security Deposit equals 1 to 1.5 times the monthly rent.
2. Fee charged by third-party Petscreening.com \$10-\$25 (does not apply to assistance animals)
3. \$250 Lease Administration Fee;
4. Risk Mitigation Admin Fee as applicable. See below.

**RESIDENT SELECTION CRITERIA:**

If your credit does not qualify, or the Verification of Rental History cannot be obtained, you may still be approved with a Risk Mitigation Fee and the higher, 1.5 times the rent Security Deposit.

**CONTINGENT APPROVAL FEES-CREDIT SCORE BASED:**

All lease transactions involve risk. To mitigate this risk for both Landlord and tenant, Service Star Realty routinely videotapes the condition of properties before and after each tenancy, ending most security deposit claim disputes before they begin. Credit history should show that the Applicant has paid bills on time and does not account for write-offs or collections. Offering approval to a prospective tenant based upon a total credit score below 650 involves a higher inherent risk to the Landlord and the property manager. Service Star Realty can offer applicants with a lower than 650 credit score an opportunity to rent by offsetting the monetary risk for the owner and management company.

Average Credit Score (all Adults)	Risk Mitigation Admin Fee	Security Deposit
650-850	None	1 time the monthly rent
550-649	\$400	1.5 times the monthly rent
300-549	Will be declined	

Dealing with Multiple Applicants: A risk mitigation fee will be assessed based on the AVERAGE FICO score of all adults. Applicants who do not have a FICO score may be assigned a score of 500.

We cannot provide you with the credit report or tell you of its contents; however, we will provide you with the name of the credit reporting agency so you may receive a copy of it from the credit bureau. All information collected for the approval or denial of this application is considered confidential for company use only.

**INCOME:**

Applicants must have a combined gross income of at least three (3) times the monthly rent. Incomes must be verified in writing; Applicant may provide recent pay stubs. In addition, self-employed applicants may be required to produce upon request two (2) years of signed tax returns. Unemployed applicants must provide proof of income.

**CIVIL RECORDS:**

Credit history and Civil Court Records must not contain landlord judgments, eviction filings, landlord collections, or liens in the last three (3) years.

Bankruptcy is OK provided it has been discharged.

Foreclosures are OK provided the rent is less than the amount of your mortgage payment.

**CRIMINAL HISTORY**

We do not accept applicants with records of the following crimes: FELONY Conviction, guilty plea, or no-contest plea within 7 years: murder, manslaughter, assault, robbery, burglary, rape, child molestation, kidnapping, arson, reckless burning, Domestic Violence, destruction of property, identity theft, Delivery or Sale of Illegal Drugs, Possession with intent to deliver, Manufacture of Illegal Drugs. Nor will we accept applicants with outstanding criminal warrants charging any of the above offences. Furthermore, we do not rent to any person required to register as a sex offender.






**Co-signers are accepted at the manager’s discretion only. They can help raise the average FICO score. They must complete an application, provide all required documentation, meet all requirements, and sign the lease agreement. Applications with Co-signors will automatically be charged a Risk Mitigation Fee and the higher security deposit. If an application is conditionally approved with a co-signer, the minimum combined credit score must be above 600.**

**OCCUPANCY**

According to our company policies, current occupancy standards are a maximum of 2 persons per bedroom.

**ANIMAL POLICY**

No animals of any kind are permitted without first applying and completing the Pet & Animal Screening Profile on Petscreening.com. Petscreening.com is a third-party vendor specializing in profiling resident animals. Service Star Realty's animal policy is a max of 2 animals. Each property may have specific restrictions. Please verify the property specific requirements on the listing. For approved animals, Service Star Realty will charge a monthly pet fee during the lease term. The charges break down as follows for each Paw Score risk level and non-traditional animal. There is no fee charged for assistance animals.

				
1 PAW - \$70	2 PAW - \$60	3 PAW - \$50	4 PAW - \$40	5 PAW - \$30

Dogs & Cats	Based upon Paw Score
Birds (per cage)	
Small Breeds (Budgies, Finches)	\$10
Large Breeds (Parrots, Cockatoos)	\$20
Caged animals (Hamsters, Gerbils, Guinea Pigs, Retails, Ferrets)	\$10 per animal
Water filled tanks/Fish tanks - maximum 40-gallon tank	\$10 per 10 gallons of tank

**Smoking and Marijuana Policy:**

- No smoking is allowed on the premises.
- No marijuana is permitted in any form.

**Additional Terms:**

- The Applicant is aware that the property is delivered in AS-IS condition.
- Keys will be released on the first (1<sup>st</sup>) day of occupancy as stated on the application. Request for keys earlier must be accompanied with additional pro-rated rent and may require a \$200 Rush Move-In Fee.
- Request for immediate Move-In within three (3) days of Earnest Money may require a \$200 Rush Move-In Fee.
- Maintenance and Repair – When you rent a home from our company, we strive to ensure that all items are in good working order. Please report any maintenance or repair request during your first five (5) days of possession.
- **Multiple Applications may be reviewed when choosing an Applicant** – Time is essential throughout the application process because we process applications simultaneously. You are welcome to contact the property manager of the property during business hours to find out how many applications we have on your property of choice. The contact email is in the listing. The approved Applicant must bring Earnest Money Deposit to our office within 24 hours of the time of approval, or we will offer the property to the next Applicant. If your application met our criteria but was not the approved one for the property for which you are applying, in that case, you may consider applying for other available properties that we may have without payment of an additional application fee.
- Errors and Omissions – Every effort has been made to provide applicants with reliable and accurate information regarding Service Star Realty’s rental homes. However, changes take place, and inaccurate information can be accidentally presented. We encourage all applicants to verify all material facts, including and not limited to schools, expected features, HOA rules before signing a lease agreement. Our ads, including the MLS, do not constitute a written agreement or guarantee.
- If the property you are approved for requires tenant registration with identification, by signing this application you authorize us to share your identification with the appropriate parties to complete the mandatory registration process.
- Communication regarding the application will only be with the primary applicant. The primary applicant is responsible to relay information to co-applicants and co-signers if applicable.

Thank you for applying to Service Star Realty!

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I do hereby acknowledge, understand and agree to the Terms of Application Agreement. I have read and agreed to all pages of this application package and have submitted them with this application for consideration by Service Star Realty. I affirm that the information contained in this rental application to lease to be accurate and correct. I agree that Service Star Realty may terminate any agreement entered into (including the lease) in reliance upon any misstatement made in this application. I agree and affirm that Service Star Realty may question and seek information from all persons and/or firms named by us in this application and contract to

lease and further authorize Service Star Realty to acquire my credit reports and criminal background check from any authorized credit agency. I agree that acceptance of this application is conditional upon a credit check and other verifications that are satisfactory to Service Star Realty.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_