

## **RESIDENT SELECTION CRITERIA**

### **IMPORANT INFORMATION - PLEASE READ IN FULL**

**ALL ADULT APPLICANTS 18 OR OLDER MUST SUBMIT A FULLY COMPLETED, DATED, AND SIGNED RESIDENCY APPLICATION AND PAY THE FEE. APPLICANTS MUST HAVE AT MINIMUM SUBMIT A PHOTO ID SUCH AS A DRIVERS LICENSE, VALID STATE OR MILITARY ID, CARD, PASSPORT, ETC. APPLICATION FEES ARE NON-REFUNDABLE PERIOD! THERE IS A \$75 APPLICATION FEE DUE IN CASH ONLY UPON SUBMITTING YOUR APPLICATION. APPLICATIONS WILL NOT BE RUN WITHOUT THE FEE PAID. APPLICANTS APPLYING FOR PROPERTIES LOCATED IN DEED RESTRICTED NEIGHBORHOODS MAYBE REQUIRED TO PAY AN ADDITIONAL APPLICATION FEE THAT MUST BE PAID TO THE ASSOCIATION.**

- 1) Applicants must have a combined gross income of at least three times the monthly rent. Applications can also be submitted via our website [www.kirschnerrealtyservices.com](http://www.kirschnerrealtyservices.com).
- 2) Credit History and or Civil Court Records must not contain judgements, evictions, or bankruptcy filings within the past two (2) years or more than four (4) years for collection records. A credit score below 601 will be automatically denied. We do not accept applicants with evictions or federal tax liens or violent criminal history. A credit score of 601 to 625 **MAY be considered at the owner's discretion and with at minimum a double security deposit. Owners of the individual properties make the final decisions on all applicants.**
- 3) Self-employed applicants are required to produce at least two (2) years of tax returns or 1099's and non-employed individuals must provide verifiable proof of income such as bank statements.
- 4) Criminal records must contain NO convictions of misdemeanors for crimes of violence, including domestic violence, assault and battery, drugs or firearms. No convictions for felonies, breaking and entering, drug violence, sexual assaults, or theft will be accepted.
- 5) Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints, such as noise, disturbances, or illegal activities, no unpaid NSF checks, and no damage to unit or failure to leave the property clean and in good condition at the time of the lease termination.
- 6) No Pets (with the exception of medically necessary pets for the benefit of the occupant) of any kind are permitted without specific written permission of landlord in the lease document, an addendum to the lease, a nonrefundable pet fee acceptable to the landlord and or additional pet deposit may be required. A photo of the pet and its last vet record is required to be submitted with the application. The following pets are NOT ALLOWED due to insurance reasons: Doberman, Husky, Saint Bernard, Malamute, Pit Bull, American Staffordshire, Rottweiler, Mastiff or any kind, Akita, Chow or German Shepard, Presa Canario this includes any dogs that contain a mix of one or more of the above breeds. We accept no dogs that have been in a previous biting incident regardless of size or breed.
- 7) Applicants will be required to pay the security deposit in CERTIFIED FUNDS ONLY! We reserve the right to require a higher security deposit.

- 8) The number of applicants must be in compliance with the HUD standards/guidelines.
- 9) We do not rent properties sight unseen. All our properties have a strict NON-SMOKING INSIDE THE PREMISES” POLICY.
- 10) We require a security deposit to be collected to hold a property off the market after the application is approved. If the applicant fails to sign and return the lease within 48 hours, the applicant shall forfeit this deposit in full and the property will be put back on the rental market.
- 11) If we remove the property from the market and you chose to not rent the home, the deposit will be forfeited in full for owner’s loss of rent, form processing and all other fees.
- 12) Applicant acknowledges there may be multiple applications on a property at one time. Applicant agrees to accept this process and acknowledges the application fee is nonrefundable. The owner will consider all submitted applicants and reserves the right to choose the one most qualified.
- 13) Our company policy is to report all non-compliances with the terms of your rental agreement or failure to pay rent or any amounts owed to the credit bureau and or collection agency. If the amount is disputed, it shall be reported as disputed in accordance with the law.
- 14) Unless otherwise specified in writing, all homes are rented in “as is” condition.

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE\_\_\_\_\_  
SIGNATURE

**\$75.00 CASH ONLY NON-REFUNDABLE FEE PER APPLICANT MUST BE PAID BEFORE PROCESSING  
ALONG WITH A COPY OF YOUR DRIVER'S LICENSE, INCOME VERIFICATION AND ANY PET  
DOCUMENTATION**

## **RENTAL APPLICATION**

**MOVE IN DATE** \_\_\_\_\_

RENTAL PROPERTY ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_

### **APPLICANT**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

DOB \_\_\_\_\_ SS# \_\_\_\_\_

DRIVER'S LIC# \_\_\_\_\_ STATE \_\_\_\_\_

EMAIL

ADDRESSES \_\_\_\_\_

### **CO-APPLICANT**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

DOB \_\_\_\_\_ SS# \_\_\_\_\_

DRIVER'S LIC# \_\_\_\_\_ STATE \_\_\_\_\_

### **EMPLOYMENT INFORMATION**

EMPLOYER \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

POSITION \_\_\_\_\_

HOW LONG \_\_\_\_\_ SALARY \_\_\_\_\_ / MONTH

PREVIOUS EMPLOYER \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMPLOYER \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

POSITION \_\_\_\_\_

HOW LONG \_\_\_\_\_ SALARY \_\_\_\_\_ / MONTH

PREVIOUS EMPLOYER \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ PHONE \_\_\_\_\_

POSITION \_\_\_\_\_ POSITION \_\_\_\_\_

HOW LONG \_\_\_\_\_ SALARY \_\_\_\_\_ /MONTH HOW LONG \_\_\_\_\_ SALARY \_\_\_\_\_ /MONTH

OTHER OCCUPANTS (NAMES, RELATIONSHIP, AGES) \_\_\_\_\_

**PETS** HOW MANY \_\_\_\_\_

TYPE \_\_\_\_\_ BREED \_\_\_\_\_ WEIGHT \_\_\_\_\_ NAME \_\_\_\_\_ COLOR \_\_\_\_\_

TYPE \_\_\_\_\_ BREED \_\_\_\_\_ WEIGHT \_\_\_\_\_ NAME \_\_\_\_\_ COLOR \_\_\_\_\_

**AUTOMOBILE INFORMATION**

DO YOU HAVE CARS, TRUCKS, MOTORCYCLES, BOATS, RV, TRAILERS \_\_\_\_\_ HOW MANY \_\_\_\_\_

MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ LICENSE # \_\_\_\_\_

MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ LICENSE # \_\_\_\_\_

**RESIDENCE INFORMATION**

CURRENT RESIDENCE: RENT \_\_\_\_\_ OWN \_\_\_\_\_ RENT/MORTGAGE \$ \_\_\_\_\_ LENGTH OF STAY \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_ NOTICE GIVEN \_\_\_\_\_

LANDLORD \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

HAS APPLICANT(S) EVER: FILED FOR BANCRUPTCY \_\_\_\_\_ WHEN \_\_\_\_\_ DISCHARGE DATE \_\_\_\_\_

REASON \_\_\_\_\_

EVICTION FILED AGAINST YOU \_\_\_\_\_ IF YES, SPECIFY \_\_\_\_\_

CONVICTED OF A MISDEMEANOR \_\_\_\_\_ CONVICTED OF A FELONY \_\_\_\_\_ REFUSED TO PAY RENT \_\_\_\_\_

EMERGENCY

CONTACT \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

**ASSOCIATION APPROVAL**

WHERE APPLICABLE, THIS CONTRACT IS SUBJECT TO &amp; CONTINGENT UPON THE PROSPECTIVE TENANT(S) BEING APPROVED BY THE CONDO/HOMEOWNER'S ASSOCIATION.

**RENTAL APPLICATION CERTIFICATION**

BY SIGNING BELOW, I (WE) AUTHORIZE **KIRSCHNER REALTY SERVICES** TO DO BACKGROUND CHECKS AND MAKE INQUIRIES THROUGH THE CREDIT BUREAU, CRIMINAL, EVICTION AND/OR FROM MY EMPLOYER AND OTHER REFERENCES THAT I (WE) HAVE SUPPLIED ON THE RENTAL APPLICATION. **THE \$75.00 APPLICATION FEE PER PERSON IS A NON-REFUNDABLE PROCESSING FEE.** I (WE) UNDERSTAND THAT IF I (WE) ARE FOUND TO BE QUALIFIED TO RENT THE PROPERTY APPLIED FOR, AND I (WE) DECLINE TO RENT THE PROPERTY FOR ANY REASON, MY (OUR) DEPOSIT WILL BE FORFEITED AS A LIQUIDATION DAMAGE FOR LANDLORD'S LOSS OF RENT AND RE-RENTAL EXPENSES.

APPLICANT \_\_\_\_\_ APPLICANT \_\_\_\_\_