

## **POLICIES & PROCEDURES**

American Property Management (APM) is the exclusive agent and representative of the Property Owner and does not, in any respect, have any fiduciary or agency responsibility to Applicant. All Federal, State and Local laws are followed and each application is processed without regard to the race, color, religion, sex, handicap, familial status or national origin of Applicant.

**GENERAL:** One applicant per unit must meet the requirements of this Guideline Statement. Each Prospective Tenant (Applicant) 18 yr of age & older must complete a separate application & pay the \$25.00 Non-Refundable Application Fee. Full-time students under age 24, living with a qualifying guardian do not have to qualify, but must submit an application.

Applications Fee can be paid in the form of cash, money order, or cashier check. Security deposits must be paid in the form of money order or cashier checks.

Each application must be complete, signed and application fee paid before application is being processed. Applications are processed in the order received. In order to hold a property for your occupancy you will need to pay a security deposit no later than 24 hours after application is approved. Backup applications will continue to be accepted until the approved Applicant(s) has paid the security deposit and has signed the lease agreement. A copy of Applicant's driver's license, or other photo I.D., copy of most recent utility bill, one month of pay-stubs (Wage Earners) or previous tax returns or most recent 12-month bank statements (Self Employed) are required and will become part of the completed application. All information on application is subject to verification by APM. Applications will be denied if any false answers or statements are made and will be sufficient grounds for denial or eviction and loss of your security deposit and will be prosecuted. Once approved, each Applicant must sign the lease & be fully responsible for the lease, rent or any fees due. Only two occupants per bedroom are allowed. APM will complete a background check which may include rental history, employment, and criminal.

If application is denied, an approved Co-Signer may substitute their application, sign the lease and accept full financial responsibility along with the Applicant. In lieu of a Co-Signer, and at APM's discretion, the Applicant may pay a security deposit equal to the maximum the law will allow.

**RENTAL HISTORY:** Applicant must have good rental references for at least six months unless Applicant has just sold their home. Applicants with LESS THAN six months rental history or one year continuous employment may be required to pay an increased security deposit upon application approval. Relatives are not acceptable as rental references. Application may be denied for evictions, damages beyond normal wear & tear, illegal activity on premises, refusal to re-rent by previous landlord or a balance still owed previous landlord.

**INCOME:** Application may be denied unless verifiable household income is more than three times the rent rate. To be considered as income, Applicant must provide verification of SSI, food stamps, or child support. If you are self employed or receiving additional income (i.e. child support, AFDC, retirement) that you wish to have considered, you may need to bring official documentation of such income which may include most recent 12 month bank statements, previous tax returns, and/or court orders. Unemployment will NEVER be considered income. If applicant will receive rental subsidy from Section 8 then the income requirements may be waived.

**CRIMINAL:** Application may be denied for any recent activity appearing on the criminal report.

**CREDIT:** All information showing on the credit report is subject to verification, including previous address and place of employment. Credit history requirements may be waived if Applicant has acceptable rental history from APM within the past 18 months. Application will be denied for:

- Unpaid collections or judgments without proof of an approved payment plan (one unpaid collection is allowed if not related to rental history) Discharged bankruptcies, paid judgments, paid collections, medical credit or tax liens are not considered. Chapter 13 Wage Earner Plan is allowed if current at time of application.

**PET FEE:** If the property owner agrees to allow animals on the property, Applicant will:

- Complete a Pet Application
- Pay a \$200-\$400 refundable fee for each animal minus any damages incurred.

**SECURITY DEPOSIT:** Unless otherwise stated, the original Security Deposit is equal to the rent rate or higher and must be paid by certified funds (money order or cashier's check). The Security Deposit will NOT be refunded unless tenant completes the term of the lease, AND meets all other conditions of the lease.