

Beyond The Lease Realty, LLC
Rental Application Process & Screening Criteria
(Updated: 12/2014)

REQUIREMENTS FOR SUBMITTING AN APPLICATION

Applications must be submitted online at www.BeyondTheLease.com. Go to available properties and select the property you are interested in. You can view details and photos of the property. Click "Apply Now" to fill out the application. If you do not see the property you are interested in, click on the property titled "Applications Only" to submit your application.

The application fee is \$45 per adult. Credit card payment is required in order to complete the application. You must attach copies of government issued identification and proof of income. These items should be scanned and attached to the application. If you have trouble with that process, you may email the documents to leslie@btlease.com.

APPLICATION APPROVAL CRITERIA FOR LEASEHOLDERS

All occupants must meet our requirements for the following four criteria:

1. Income
2. Credit
3. Rental History
4. Criminal Background

INCOME VERIFICATION

Income must be verifiable through pay stubs, employer contact, tax records and/or bank statements. Any "verification fees" required by the employer, must be paid by applicant. Regarding employers, applicants are required to provide the contact information for the Human Resource Department, the name of their department head or direct supervisor and the main business telephone number.

- Applicants must have income of a minimum of three times the rent in verifiable, gross monthly income from an unbiased source.
- Married couples or immediate family may combine incomes.
- If you are Self-employed, your income must be verifiable through a CPA prepared financial statement or a copy of current and previous year's tax returns filed with IRS and two most current bank statements.
- Applicant's employment history should reflect at least six months with your current employer or demonstrate continued employment in the same field or trade within the previous 12 months. If you are active duty military, you must be on an assignment that, to the best of your knowledge, will allow you to complete an initial 12-month lease. Please provide a copy of your orders.

Applicants who do not meet the above employment or income requirements must submit Savings Account statements showing a minimum balance equal to 8 months of rental payments for the last 6 months.

RENTAL HISTORY

Applicants are responsible for providing information including the names, addresses and phone numbers, of Landlords with the dates of tenancy for the previous 2-5 years. Rental history must be verified from unbiased sources (not family or relatives) and free of evictions, judgments, and unpaid rents. If your only rental history is from a biased source your application will not be approved. Mortgage payment history will be considered if you owned rather than rented your residence during the previous 2-5 years. You will need to furnish Mortgage Company references and/or proof of ownership or sale.

CREDIT REQUIREMENTS

To determine satisfactory credit worthiness we obtain a report from a credit-reporting agency.

- Credit card records showing occasional late payments of no more than 30 to 59 days may be acceptable, provided you can justify the circumstances. If you have credit problems, we at Beyond The Move Realty, LLC. will try to work with you. Your application may possibly be approved with a stipulation of an additional deposit, with the property owner's consent
- Payments past due 60 days or more in the last 24 months may be cause for denial of application.
- We may deny approval if you have filed for bankruptcy or foreclosure within the past 24 months.
- Any bankruptcy must have been discharged at least one year previous to the date of your application.
- Unpaid, non-medical collections within the last 2 years may result in denial of your application.
- Outstanding debt to any property management or a landlord WILL result in denial of your application, including any judgments or collections activities.

CRIMINAL BACKGROUND CHECK

We conduct an authorized criminal background check on all occupants over 18 as part of the application process. We do not rent to any person required to register as a sexual offender. The inability to obtain a complete criminal background check, any felony or serious misdemeanor charge(s) and/or conviction(s) are grounds for denial of an application. Criminal backgrounds involving violent crimes, prostitution, domestic violence, or the possession of weapons or the sale or manufacturing of illegal substances are grounds for denial of an application. An exception may be made by some property owners for type and/or age of offense, Please provide details to property manager.

RENTAL CRITERIA FOR PETS

Policies on domestic pets vary from home to home. Certain owners do not permit any pets, while other owners may permit only a specific type of pet. Most owners require a \$300-\$400 pet deposit or fee per animal. Please see the MLS listing to determine the pet policy for the home for which you are applying. Pet applications and deposits or fees must be submitted and approved prior to your pet moving in. See lease for violation penalties. Pet policies are strictly enforced, and any breach will be grounds for termination of your lease agreement at tenant's expense.

The policies below are typical for most of the homes we manage:

- Usually only a total of two pets per house hold are permitted.
- All dogs and cats must be current on vaccinations and on flea prevention drops or pills.
- No puppies allowed. Dogs must be 12 months of age or older.
- Male cats must be neutered.
- No Aquariums larger than 10 Gallons allowed.
- No ferrets, reptiles or rodents of any kind are permitted as pets.
- All birds must be confined in cages and not allowed to reside outside their cage.

Special consideration is given to Service animals that assist tenants with special medical needs, provided medical documentation is submitted.

You will be required to submit a picture of each pet that will be on the property with your pet application.

Special Note on Dog Breeds:

Some property owners may have insurance that prohibits them from renting to tenants with certain breeds of dogs that are considered by the insurance company as dangerous. **This is not reflective of the views on dogs by Beyond The Lease Realty, LLC (BTL).** However, BTL must enforce the rules of the insurance company. If these rules are not followed, the homeowner risks losing their insurance coverage and their investment. If it is found that a tenant is in possession of poisonous, dangerous, or illegal pets, or endangered species or that the tenant has misrepresented the breed of their dog, they will be immediately evicted at the tenant's expense.

DISABLED ACCESSIBILITY

If you have Disabled Accessibility concerns, please submit them in writing to the property manager. Owners are required to allow modifications for accessibility for disabled persons, however, the owner has the right to approve how the modifications are done. All modifications are at the expense of the tenant. The tenant agrees to restore the premises at their own expense to the pre-modified condition, provided the modification would affect the use and enjoyment of the premises for future residents.

Requirements for accessibility Modification Request:

1. Written proposals detailing the extent of the work to be done.
2. Written assurances that the work is to be performed in a professional manner by a licensed/bonded contractor.
3. Written approval from the landlord before modifications is made.
4. Appropriate building permits and required licenses made available for the landlord's inspection.
5. A restoration deposit may be required per Fair Housing guidelines.

REASONS FOR POTENTIAL DENIAL OF APPLICATIONS

- If you failed to give proper notice when vacating property.
- If previous landlord(s) would be unwilling to rent to you again for reasons pertaining to your behavior; your family member's, guest's, or other invitees; you're pets, or others allowed on the property during tenancy.
- If you have had three or more late payments of rent within a 12 month period.
- If you have an unpaid collection filed against you by a Property Management Company.
- If an unlawful detainer action or eviction has occurred within the past five (5) years.
- If you have received a current 3-day notice to vacate.
- If you have had two (2) or more NSF checks within the last 12 month period.
- If you have allowed person(s) not on the lease to reside on the premises.
- If we are unable to verify your information, we must deny the application.
- No Businesses operated from property. If you have a home based Business that you think we might approve please let the property manager know.
- If misrepresentations are found after the lease agreement is signed, the lease agreement will be terminated.

ERRORS & OMISSIONS

While we make every effort to describe our rental properties accurately, changes can and do take place. Therefore our descriptions are subject to errors and omissions. Tenants should verify schools, pets, features, etc. Listings do not constitute a guarantee of the facts stated.

You should personally inspect the property before signing the lease agreement.

DISCLOSURE OF AGENCY

Beyond The Lease Realty, LLC (BTL) agents are acting as agents for the landlord and do not represent prospective tenants. Although BTL agents show "for lease" properties to prospective tenants, they are not acting as tenant representatives and, are working as agents of the landlord. Residential qualifying criteria are subject to change at the Landlord's discretion and without notice. Our goal is to provide our owner clients with

the best possible tenants for their properties. Occupancy will be based on overall condition of credit, employment, residential and criminal history. We reserve the right to refuse to rent to anyone that we feel does not meet our qualifications.

NOTICE TO ALL APPLICANTS

NO SMOKING is permitted inside the home or garage.

*****IF YOU ARE APPLYING FOR AN OCCUPIED PROPERTY*****

The current tenants have given notice to vacate prior to your move in day. However, be advised that their lease takes precedence and they cannot be forced to vacate except by lawful eviction.

School Districts - If you are concerned about which school your child will attend, please verify the schools with the school district before submitting your application, because schools get capped and boundaries may change.

We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of Race, Color, Religion, Sex, Handicap, Familial Status, National Origin, Sexual Orientation or Age.