

*****PLEASE READ*****

THE FOLLOWING ITEMS ARE REQUIRED TO PROCESS YOUR APPLICATION

- *PHOTO ID***
- *STATE ISSUED LICENSE OR ID – MILITARY ID NOT ACCEPTED***
- SS CARD**
- PROOF OF INCOME**
- APPLICATION FEE**

Leasing Criteria

1. **AVAILABILITY:** Applications will be accepted on a first come, first served basis.
2. **HOLDING A PROPERTY OFF THE MARKET:** If you want to hold a home off the market so no one else can rent it while your application is being processed, you may do this by paying a \$300 holding fee which will be applied to your security deposit after your application is approved or refunded if your application is denied. See the Holding Fee Agreement for details. Holding fees must be submitted at the time of applying and will not be accepted afterwards. Holding fees will be accepted in either a money order or certified funds. Holding fee's and application fee's need to be in separate forms of payment.
3. **RENTAL APPLICATION:** An application must be completed and maintained for each person who is 18 years +, that will be residing in the property.
Any false information will constitute grounds for rejection of the application or termination of the lease.
4. **QUALIFYING STANDARDS:** To approve an applicant, we must be able to verify the following:
 - **Residency:** We must be able to verify the past 3 years of residency. A positive record is required.
 - **Credit Report:** We will run a credit check. An unsatisfactory credit report may disqualify an applicant from renting a property through our company. An unsatisfactory credit report is one that reflects current bad debts, unpaid bills, liens, judgments, repossessions, evictions, or bankruptcies. If an applicant is rejected on the basis of credit, the applicant will be informed and given the name, address, and telephone number of the credit-reporting agency from whom the information was obtained. The applicant must contact the credit-reporting agency to obtain the content of the credit report. (These are reasons for denial, but the homeowner makes the final approval).
 - **Employment:** Proof of employment and verification of income is required. In order for an applicant to be approved they must earn a minimum of 2.5 (net-after taxes) times the leased rental rate.
5. **APPLICATION FEE:** A non-refundable application fee paid by an applicant when the application is presented from verification of information. The application fee is \$40 per individual or \$60 per married couple and due when the application is submitted. The application fee will be accepted in the EXACT cash, money order, or certified funds.
6. **SECURITY DEPOSIT:** The amount of security deposit is required will depend on your credit and landlord references. The security deposit will be equal to one months rent with good credit and landlord references. The required security deposit can be as high as two months rent if your credit or references justify. The security deposit is due upon signing a lease.
7. **ROOM MATES:** Each non-married applicant must qualify individually. Each is equally, individually and fully responsible for entire monthly rental payment, and each must sign the lease agreement and its supporting documents.
8. **PETS:** There is a \$200.00 refundable pet fee. Rent will increase \$20.00 more per month for a pet. Pets are accepted solely at the discretion of the property owner. The pet deposit may be higher if the owner requires or if there is more than one pet or depending on the type, age, or size of the pet. All cats must be spayed and neutered. The pet deposit (if applicable) is due upon signing a lease.
- Rottweiler's, Chows, Dobermans, and Pitt Bulls (Staffordshire Terrier) are not allowed for insurance reasons.
9. **RENTAL PAYMENT:** The monthly rent is due on or before the 1st day of each month. There will be a late charge of 5% of the rental rate for all rent paid or received by Aaims after the 5th day of each month. NO CASH ACCEPTED. The first rent payment is due in the office on your move in date when keys are picked up and must be paid by certified funds or money order.
10. **Upon notification of approval, approved applicants will have 48 hours to complete the lease and provide deposit(s). Failure to do this will result in the property going back on the market with or without notice.**

Signature: _____ Date: _____

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