



## RENTAL POLICY STATEMENT



Applicant acknowledges and understands that Sundance Rental Management, Inc. Represents owner of the property in the lease of the property for which applicant is applying.

### We are an Equal Opportunity Housing provider.

We fully comply with the Federal Fair Housing Act. We do not discriminate against any person because of race, age, color, religion, sex, handicap, familial status or national origin. We also comply with all State and Local Fair Housing Laws.

### Property Availability Policy:

Properties become available when they are ready to rent. A vacant property will not be deemed available until it has been cleaned & prepared for a new resident. All units will be considered "AS-IS", where-is, and with all faults unless stated otherwise by the property manager.

**We will check Employment, Rental/Ownership history, Credit Report, and Criminal History to confirm they meet our company's criteria.**

**Rental Criteria:** Our **Company Policy** to qualify you is to have at least 6 months stable, legal, & verifiable income; two recent years of favorable housing history, either rental or ownership; and your Credit History and/or Civil Court Records must not contain slow pays, judgments, collections, liens, no eviction filings within the past five (5) years, and any bankruptcy within the past three (3) years must be discharged,

**Application Process:** We evaluate every application in the following manner:

1. All Adult Applicants, 18 or older, must provide Proof of Identity, i.e. Drivers License
2. All Adult Applicants, 18 or older, must view the inside of the property being applied for, the number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.
3. All Adult Applicants, 18 or older, must submit a fully completed, dated and signed Rental Application. Applications will **not** be considered if they are incomplete, missing information or contain false information.
4. All Adult Applicants, 18 or older, must pay the Non-Refundable **Cash** Application Fee of \$25.00 per person, no personal checks are accepted for application processing.
5. All Adult Applicants (non-married), 18 or older, must be able to qualify individually for a property.
6. You may be required to be approved by a Condo / Homeowner's Association and may have to pay an additional Application Fee and/or an additional Security Deposit.

Applications are accepted on a first-come/first-served basis. We will accept back-up applications and call if prior application is not approved, your Non-Refundable processing fee will be paid at that time. We will determine from your responses to the application questions if you qualify for the property you are applying for. If you do not, we will reject your application. If you do, the application process may take one to two days. Applications are processed as quickly as possible, it is difficult to determine in advance how long it will take as we often have to wait for return phone calls from previous landlords and employers (we reserve the right to limit responses to twenty-four (24) hours).

If you meet the criteria, we will approve your application and you will be contacted. You will then have twenty-four (24) hours to submit a deposit and sign the lease. If you choose not to accept the property your application will be destroyed. If you re-apply you must complete another application.

**Our Specific guidelines** to qualify to rent a Property are based on the following criteria:

1. **Income:** Provide past five (5) years Employment History, at least 6 consecutive months from at least 1 current employer immediately preceding the date of your application. NET monthly income must be at least 2.5 times the rental amount. Combined income (married couples only) must be at least 2.5 times the rental amount. Self Employed applicants may be required to produce, upon request, two (2) years of tax returns and three (3) Months Bank Statements. All sources of income must be verified if needed to qualify for a rental unit; paycheck stubs must be provided with application.
2. **Housing History:** You must provide past five (5) years Housing History (two (2) years minimum). Housing history must reflect timely payment, no eviction proceedings begun within the past five (5) years, broken leases with balances due, no NSF checks, no complaints regarding noise, disturbances or illegal activities, sufficient notice of intent to vacate, and no damage to unit or failure to leave the property and yard clean and without damage at time of move out.
3. **Credit History:** Reports supplied by applicants will not be accepted. Your Credit record must be satisfactory. Your Credit History and/or Civil Court Record must not contain any slow pays, judgments, eviction filings, liens, or collections (Medical Collections may be assessed). Accounts prior to three (3) years will be considered for rejection depending on the size and nature of the delinquency. Bankruptcies MUST BE discharged for a minimum of three years.

**Negative credit, rental or employment references may keep an application from being approved.**

4. **Criminal History:** Criminal records must contain NO convictions for crimes involving dishonesty, violence, assault or battery, drugs; manufacture or distribution, theft, firearms; felonies within the past ten (10) years and no sexual offenses ever. In the event a record comes back 'nolle prosequere' or 'adjudication withheld' further documentation may be required.

**Deposits:** Applicants will be required to pay the full advertised Security Deposit at the time of Lease execution. We reserve the right to require a higher Security Deposit. In the event an applicant is approved, applicant must sign the lease and pay the deposit within 24 (twenty-four) hours or back-up applications will be considered.

**Pets:** No Pets (with the exception of medically necessary pets) of any kind are permitted without specific written permission of Landlord in the Lease Document. Photos of Pets must be received by Management Company **WITH** application and will be subject to approval at a minimum age of 1 year, and a positive reference must be obtainable. Pet approved leases will be subject to an Addendum to Lease, a Non-Refundable Pet Fee acceptable to Landlord and/or an additional Damage Deposit.

### Condition of Move-In:

1. Hours for lease signing are Monday through Friday, between 8:00 A.M. and 4:00 P.M.
2. All utility and garbage accounts, where applicable, must be transferred into the resident's name as of the date of possession.
3. Security Deposit and First Month's rent (prorated) must be paid prior to picking up keys.  
(Daily rate will be charged if keys are delivered prior to date on lease/rental agreement.)
4. **DUE TO LIABILITY - NO TRAMPOLINES OR SKATE BOARD RAMPS ARE ALLOWED AT ANY RENTAL PROPERTY.**

Any exceptions to our company's criteria will need to be submitted in writing to the Rental Agent for presentation to the Owner for consideration. If approval is then given for such exceptions additional Security Deposits may be required. Our Company Policy is to report any failure to pay rent or any amounts owed to the Credit Bureau.

### Lead Paint Disclosure:

Applicant is hereby notified that any property built prior to 1978 **may** contain lead-based paint. Lead from paint, paint chips and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing LESSORS must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. LESSEES will receive a federally approved pamphlet on lead poisoning prevention at the lease signing. If you would like this pamphlet prior to signing your lease, please make this request prior to returning your rental application to Sundance Rental Management, Inc.