



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. The information contained on our website is believed to be reliable but is not guaranteed. We make every effort to maintain this website to have current, accurate information. Sundance Rental Management Inc. assumes no legal responsibility for accuracy.

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

The Sundance Rental Management Resident Benefits Package (RBP) delivers savings and convenient, professional services that make taking care of your home second nature. By applying, Applicant agrees to be enrolled and to pay the applicable cost of \$25/month, payable with rent.

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, Valid Green Card, EAD Card, or Form I-94 is required for all non SSN applicants.

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 Application Fee of \$50.00 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 normally accepted on a first-come/first-served basis, however additional applications could be considered up to twenty-four (24) hours after the first application is submitted. 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 normally takes one to two days but may take longer. Applications are processed as quickly as possible; it is difficult to determine in advance how long it will take as we often must 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 and roommates that have lived together on a verified lease or through home ownership for at least the past 12 months) must be at least a NET income of 2.5 times 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 the past five (5) years' Housing History. Housing history must reflect timely payment, no eviction proceedings begun, 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 prosee' 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 Administrative Pet Processing fee (\$50), and a Non-Refundable Pet Fee (\$250-\$500 per pet) acceptable to Landlord and/or an additional Damage Deposit.

Resident Benefit Package: The Sundance Rental Management Resident Benefits Package (RBP) delivers savings and convenient, professional services that make taking care of your home second nature. By applying, Applicant agrees to be enrolled and to pay the applicable cost of \$25/month, payable with rent.

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 residents' name as of the date of possession.
3. Security Deposit and First Month's rent (prorated) must be paid prior to picking up keys.

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. Before renting pre-1978 housing LESSORS must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. If you would like this pamphlet prior to signing your lease, please make this request prior to Sundance Rental Management, Inc.

Resident Benefit Package: The Sundance Rental Management Resident Benefits Package (RBP) delivers savings and convenient, professional services that make taking care of your home second nature. By applying, Applicant agrees to be enrolled and to pay the applicable cost of \$25/month, payable with rent. Your RBP may include, subject to property mechanicals or other limitations:

- Liability Insurance that meets all lease requirements from an A-rated carrier
- Credit building to help boost your credit score with timely rent payments
- 24/7 live/online maintenance reporting
- Online portal that includes access to your account, documents, communication and payment options

Liability Insurance requirements and options: The Landlord requires Tenant to obtain liability coverage of at least \$100,000 (\$300,000 for units with pools/spas) in property damage and legal liability from an A-rated carrier and to maintain such coverage throughout the entire term of the lease agreement. Tenant is required to furnish Landlord evidence of the required insurance prior to occupancy, at the time of each lease renewal period, and upon request.

To satisfy the insurance requirement, Tenant may either (1) be automatically enrolled into a policy that satisfies the coverage requirements as part of the Resident Benefits Package; or (2) obtain alternative liability coverage from an insurer of Tenant's choice. The option Tenant chooses will not affect whether Tenant's lease application is approved or the terms of Tenant's Lease.

Option 1: Do nothing. The Tenant will be automatically enrolled into an insurance policy as part of the Resident Benefits Package. No further action is required. Coverage will begin on the effective date of Tenant's lease and continue throughout the lease term. Please refer to the evidence of insurance that is supplied by Sundance Rental Management for additional coverage details. If property has a pool and/or spa option 2 will be required.

Option 2: Buy a policy. If Tenant prefers, Tenant may find, purchase, and maintain another policy that satisfies the Landlord's requirements. The Resident Benefits Package monthly amount will be adjusted accordingly. Visit <http://insurance.residentforms.com/> and follow the instructions listed there to provide evidence of the required insurance coverage to your Landlord. The Resident Benefits Package monthly rate will be adjusted by the premium amount in the policy.

Please be sure that your policy meets the following criteria prior to submitting:

- **Policy is purchased from an A-rated carrier**
- **Policy meets or exceeds the required \$100,000 (\$300,000 for units with pool/spa) in property damage and personal liability**
- **Sundance Rental Management is listed as additional interest**
- **Sundance Rental Management address is listed as: PO Box 660121 Dallas, TX 75266**

It is Tenant's responsibility to pay premiums directly to your insurance provider. If the policy is terminated or lapses, Tenant will be subject to a lease violation fee of \$25 and agrees to be subsequently enrolled into the policy referenced in Option 1 above.