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### **HOMETOWN PROPERTIES RESIDENT SELECTION CRITERIA**

- All adult applicants 18 or older must submit a fully completed, dated, and signed residency application and fee. Applicants must provide proof of identity and income documents. A Non-Refundable application fee will be required for all adult applicants. Applicants may be required to be approved by a condo/homeowner's association and may have to pay an additional application fee or an additional security or damage deposit.
- Closely related, i.e. parent/child/siblings, or legally married applicants must have a combined gross income of at least three (3) times the monthly rent. Each non-related applicant(s) must have a gross income of at least two (2) times the monthly rent AND a combined of at least four (4) times the monthly rent. A minimum of two (2) years residential rental history is required. We may deny on the basis of this income requirement even if pre-paid rent is offered by the applicant.
- Credit history and or Civil Court Records must not contain slow pays, judgments, eviction filing, collections, liens, or bankruptcy within the past 2 years.
- Self-employed applicants may be required to produce upon request 2 years of tax returns or 1099s and non-employed individuals must provide verifiable proof of income.
- All sources of income must be verifiable if needed to qualify for a rental unit.
- Criminal records must contain no convictions for felonies for crimes within the past 7 years involving violence against persons, damage or destruction of property, manufacture or distribution of controlled substances and no sexual offenses ever.
- Previous rental history reports from landlords must reflect timely payments, sufficient notice of intent to vacate, no complaints regarding noise, disturbances, no unpaid NSF checks, and no damage to unit or failure to leave property clean and without damage at time of lease termination.
- No pets (except for medically necessary animals for the benefit of the occupant(s)) of any kind are permitted without specific written permission of landlord in the lease document, an addendum to lease, a nonrefundable pet fee acceptable to landlord and/or an additional pet deposit or additional security deposit based on pet profile through [petscreening.com](http://petscreening.com). Fees and deposits are waived for medically necessary animals. All pets and animals must submit a profile through a third-party pet screening tool. An additional fee may be required for a pet profile.
- A minimum non-refundable lease preparation fee will be charged to the Resident(s) at time of leasing the property. Other mandatory minimum fees for cleaning, carpet cleaning, rekeying etc. may be charged as per the lease upon move-out. Resident(s) shall still be liable for amounts for damages, cleaning, rekeying etc. that exceed security deposit.

- Applicants will be required to pay a security deposit at the time of lease execution that is equal to a minimum amount of one month's rent. We reserve the right to require a higher security deposit and or additional prepaid rent or deposit. The non-related applicant security deposit is 1.5x the monthly rent.
- The number of occupants must follow HUD standards/guidelines for the applied for unit.
- We may require a holding or good faith deposit to be collected to hold a property off the market. In the event the application is approved, and the applicant fails to enter into a lease, the applicant shall forfeit this deposit. In the event the application is approved, this deposit shall be applied to the required security deposit.
- Any exceptions to our company's Resident Selection Criteria will need to be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is then given for such exceptions, additional security deposit, and/or additional advance rent payments may be required.
- Our company policy is to report all non-compliances with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau and/or a collection agency and if the amount is disputed, it shall be reported as disputed in accordance with law.

**Our pet policy is as follows:**

- Non-refundable pet fee per pet due with move-in funds. Pet rent may be applicable.
- 2 pet limit per household
- Guard dog breeds are not permitted.
- Dogs and cats must be at least one year old
- Rental applicants with household pets or service/companion/assistive animals are required to submit a per pet application through a third-party pet screening vendor as part of our rental application process.
- Instructions to complete the pet screening are in the application.

**Disclaimer:** You understand and agree that multiple applications may be taken by Landlord or Management for the same property and Landlord, or Management may approve who they wish even if multiple applicants qualify. You represent that all the statements and representations are true and complete, and hereby, authorizes verification of the above information, references, and credit records.

**NON REFUNDABLE APPLICATION FEE:** You shall pay to Landlord and/or Management Company a non-refundable application fee for costs, expenses, and fees in processing the application per adult applicant. You understand that other applications may be processed, and another approved APPLICANT may be chosen.

**GOOD FAITH DEPOSIT:** APPLICANT shall deposit a GOOD FAITH DEPOSIT of one month's rent once notified of application approval. If APPLICANT is approved by Landlord and/or Management and the lease is entered into the GOOD FAITH DEPOSIT shall be applied toward the security/damage deposit. If APPLICANT is approved and chosen but fails to sign the lease within 3 days of verbal and/or written approval and/or take possession after lease signing, the FULL GOOD FAITH DEPOSIT shall be forfeited to the Landlord or Management in addition to any penalties as provided in the lease if the lease has been signed by the APPLICANT. Keys will be furnished only after lease and other rental documents have been properly executed by all parties and only after applicable rent, fees, deposits, and security deposits have been paid by CERTIFIED FUNDS. This application is preliminary only, in no way implies that a particular rental unit shall be available and in no way obligates Landlord or Management to execute a lease or deliver possession of the proposed premises to the APPLICANT. Landlord or Management may withdraw approval even after approval is given at any time before a lease agreement is fully executed for any reason.

**\* NOTICE TO ALL RESIDENTS & APPLICANTS:** Everyone must complete the screening process. This is not only for pet and animal owners but also for residents and applicants that DO NOT own a pet or animal.

## **Pet & Animal Policy**

1. **Additional Monthly Rent, Fee, & Security Deposit:** Tenant shall complete the pet screening process through the third-party pet screening processor PetScreening.com no later than the date of application and shall submit all screening results to the Manager as part of the Tenant's application. The Tenant agrees that the Manager considers the results of said screening in approving or denying the application and imposing terms and conditions on the applicant for tenancy. Tenant agrees that all information submitted to said screening process must be truthful and current and that any fraud committed or misinformation provided is grounds to deny the application, terminate the lease, or take other lawful remedies against the applicant. Tenant agrees to pay for any fees (if any) required by the screening service and that they are non-refundable and provide the applicant no credit with the Manager. Additionally, the Tenant must pay a one-time, non-refundable pet fee for having the animal on the premises.

2. **Photo:** The Tenant must provide to Manager with an emailed or color photograph of the animal(s) that will occupy the home.

3. **Conditional Authorization for Animal:** Manager may terminate this authorization sooner if Tenant's right of occupancy is lawfully terminated or if, in Manager's judgment, Tenant or the animal, Tenant's guests, or any other occupant violates any of the rules in this Addendum. The Tenant must maintain liability insurance at all times in the lease amount(s) provided for. Suppose Tenant, guest, or occupant violates any rule or provision of this Animal Addendum, and the Manager sends notice to remove the animal. In that case, the Tenant must remove the animal immediately and permanently from the premises.

4. **Pet Restriction:** Only pet(s) specifically on this agreement are allowed, and such pet must be pre-approved prior to bringing a pet on the premises. No animals that have bitten a human being or animal before are permitted. No German Shepherds, Doberman Pinschers, Pit Bulls, Chows, Rottweilers, Akita, or any other animal known to be aggressive towards humans or other animals will be permitted to be on the premises. Dogs and cats must be at least one year of age.

5. **Description of Animal:** "Pet" includes Fish and Fish Tanks (over 2 gallons). The Tenant may not substitute any other animal for the below-stated. Neither the Tenant nor their guests or occupants may bring any other animal (mammal, reptile, bird, fish, rodent, or insect) into the dwelling.

6. **Animal Rules:** The Tenant is responsible for the animal's actions at all times. The Tenant agrees to abide by these rules:

- The animal must not disturb the neighbors or other residents.
- Dogs, cats, and support animals must be house-trained; all other animals must be properly secured at all times. No offspring are allowed.
- Inside the premises or garage, the animal may urinate or defecate only in the designated areas, in an appropriate litter box with a proper litter-type mix.

- Animals may not be tied to any fixed object outside the dwelling except in fenced yards (if any) for your exclusive use; or kept in the hallways or on the balcony or lanais (if applicable).
- Tenant must not let an animal other than support animals into swimming-pool areas.
- Pet(s) must be kept on a leash at all times outside the premises or fenced area. If a fence is not provided or removed, the Tenant shall keep the pet on a leash at all times outside the premises.
- If the animal defecates or urinates anywhere on the property (except in a litter box as provided herein), the Tenant will immediately remove the waste and repair any damage.
- Notwithstanding the terms of this lease or Addendum, the Tenant shall comply with all laws and ordinances regarding the animal, and it is the Tenant's responsibility to be informed of such laws or ordinances.
- If a previously-accepted animal deceases or is removed from the home for any reason, the Tenant does not have automatic authorization to replace the animal. Tenant must request and apply for the new animal, including paying any fees as stated herein, upon request by the Manager.

7. **Additional Rules:** Managers may impose reasonable changes to the animal rules as necessary.

8. **Approval/Denial of Application:** Approval or denial of all pets(s), except support animals, is at Manager's sole discretion.

9. **Violation of Lease and Addenda:** If the pet disturbs the peace, damages a person or property, or presents safety concerns, this is a non-curable violation and cause for lease termination.

10. **Certification:** Tenant hereby certifies that the animal has never bitten, been aggressive, or attacked any person or animal at any time.

11. **Liability for Damages:** Each Tenant will be jointly and severally liable for the total amount of all damages caused by the animal (regardless of ownership), including all cleaning, de-fleaing, and deodorizing. This provision applies to all parts of the dwelling unit, including carpets, doors, walls, drapes, wallpaper, windows, screens, furniture, appliances, landscaping, and other outside improvements. Payment for damages, repairs, cleaning, replacements, etc., are due immediately upon notice.

12. **Indemnification:** Tenant agrees to fully indemnify and hold harmless Manager for any damages or injury caused by the animal to another person or property.

13. **Move Out:** Before or upon Tenant vacate, Tenant must, at their cost, have a professional, licensed, and bonded company to "de-flea" the premises and have all carpets professionally cleaned and treated with pet enzymes and must provide Manager with proof/receipt of such service no later than two days from the date of service but no later than the date the Tenant vacates. Should further cleaning/treatment be required after the Tenant vacates, this cost shall also be at Tenant's expense.