

Scan QR Code to begin the application process

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

- All adult applicants 18 or older must submit a fully completed, dated, and signed residency application and fee. Applicant must provide proof of identity and income documents. A Non-Refundable application fee will be required for all adult applicants. Applicant 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.
- Related 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 combined 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 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. Fees and deposits are waived for medically necessary animals. All pets and animals must submit profile through a third-party pet screening tool. An additional fee may be required for 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. 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 in 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 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 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.
- 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.
- Please go to <https://hometownpropertiesgc.petscreening.com/> to complete the screening for your pet(s), or scan QR code below.

**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.